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CAREER GUIDES 1976/77-1980/81

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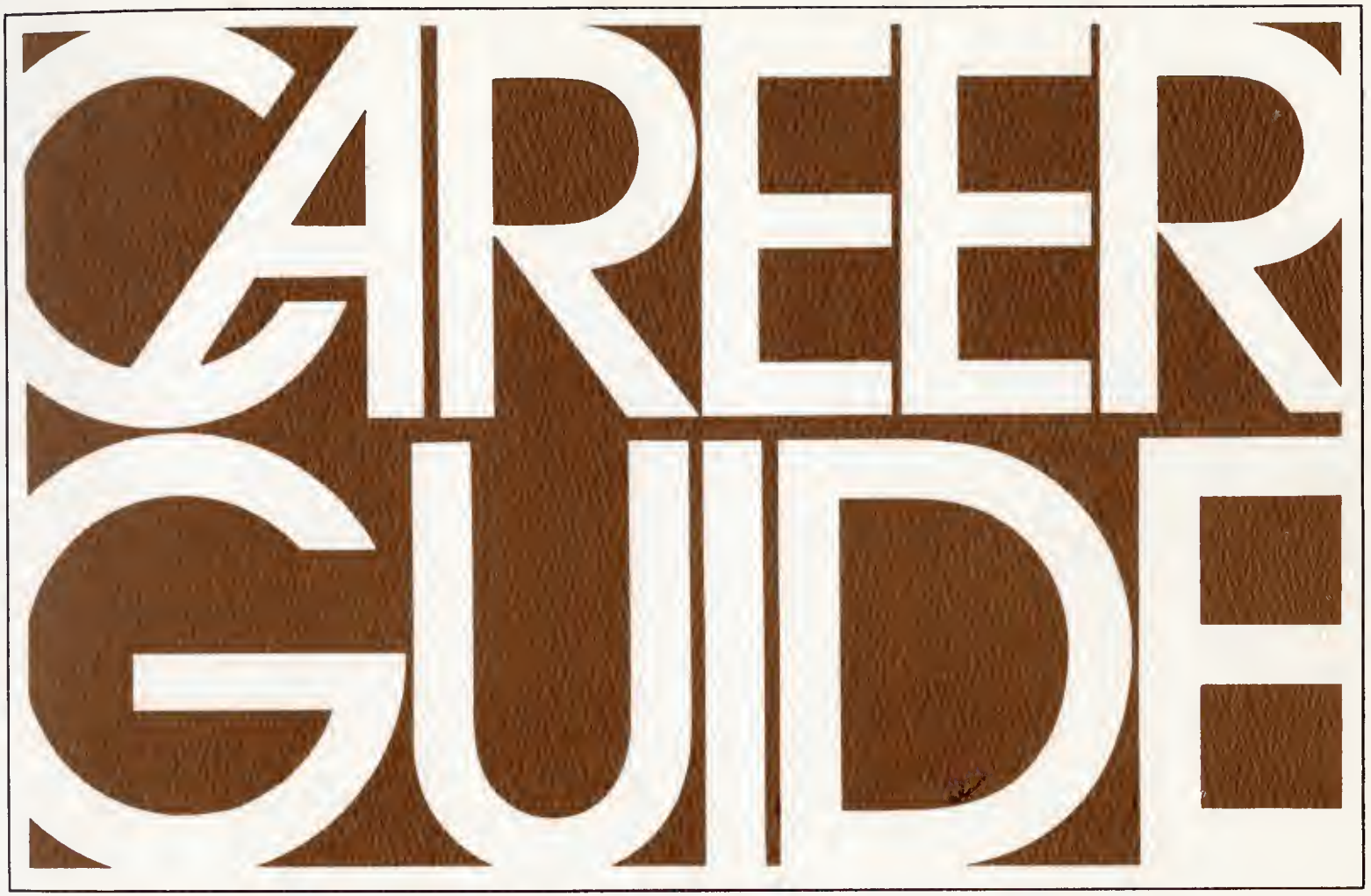
Career Guide

The George Brown College
of Applied Arts and Technology



Located in the heart of the City of Toronto, George Brown College was established to serve the needs of the area. It was founded in 1968 as part of the Ontario Government's plan to extend the availability of post-secondary education to a larger number of students graduating from secondary schools.

Initially, the College was formed by the amalgamation of two trade institutes, the Provincial Institute of Trades (P.I.T.) and the Provincial Institute of Trades and Occupations (P.I.T.O.). A year later, the Adult Education Centres operated by the Toronto Board of Education were transferred into the College. This move extended the scope of the training and education offered by the College to programs ranging from the training of technicians, technologists and trade apprentices to the teaching of basic literacy skills for adults. Further expansion in 1973 saw the incorporation of five of the City's nursing schools into the College.

The composition of the student population reflects the diversity of the programs offered. Approximately half of the students come from the Toronto area: some unique programs attract students from other parts of Ontario, Canada and the World.

After many years of moving in and out of temporary premises and the construction of new buildings the College has now settled into nine campuses; all, except one, are located in the Inner City.

GEORGE BROWN COLLEGE

Admission Procedures

Secondary school students intending to enter the George Brown College are advised to consult, during the fall term, with a guidance counsellor, who will supply information and application forms.

Application forms must be accompanied by ONE of the following documents:

i) An official transcript of all secondary school marks, showing the necessary credits and grades for admission to the desired program.

OR

ii) A statement from the secondary school principal stating that the applicant is expected to obtain the necessary credits and grades for admission to the desired program; this statement must be substantiated by an official transcript of marks, when it becomes available.

The general public may obtain information and application forms by writing to the George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9, or by telephoning 967-1212 and asking for "Information".

Mature Students

Persons nineteen years of age or older, who do not have the stated admission qualifications but who appear to possess the capacity and maturity to succeed are eligible to apply. This category is not open to overseas students.

Admission Requirements

The basic admission requirement to post-secondary programs is Ontario high school graduation (27 credits) or equivalent; certain programs, however, require personal interviews or Grade 12 standing in specific subjects or demonstration of special talents.

When there are more applicants than places in programs of restricted enrolment, the basis of selection is a careful appraisal of all applicants holding the published minimum requirements, together with consideration of relevant experience and other personal and intellectual factors likely to ensure success in the program and subsequently, in their careers.

Priority of Admissions

Students will be admitted in the following order of preference:

1. Permanent residents of Ontario
2. Permanent residents of other Canadian provinces
3. Overseas students from Commonwealth countries
4. Students from other foreign countries

Students from Foreign Countries

Students other than Canadian citizens and landed immigrants are not eligible for apprenticeship programs or Ontario Manpower Retraining Programs. (Grade 10 or less entry.)

Students from foreign countries are eligible for post-secondary programs, provided they can demonstrate an academic standing equivalent to the Ontario Grade 12, establish proficiency in both spoken and written English, fulfil any selective admission crite for the program for which application is bei made, and obtain permission from the Canadian immigration authorities to remain the country for the length of the program.

Decision on Admissions

Applications are assessed by Board of Admissions, which is empowered to accept defer, or reject any candidate's application f admission to any program. The George Bro College reserves the right to cancel a course when enrolment is insufficient, or employm opportunities appear inadequate.

*Fees

i) Post-Secondary Programs
The fee schedule for each program is $ per year.

First semester

Confirmation fee	$ 3
Balance of tuition fee	$10
Student Activity fee	2
	$15

Second semester

Tuition fee	$12
Student Activity fee	1
	$14

The confirmation fee of $35, which includes a $10 registration fee, must be paid within three weeks after notice of acceptance; this guarantees a place in the program and is not refundable, but is credited as a portion of the total fees. The balance of the first semester tuition fee

must be paid at the time of registration; the second semester fee must be paid in full before the end of the first semester.

Students from foreign countries must pay the total fee for the complete academic year two months in advance of registration; this total fee of $295, which includes the $35 non-refundable confirmation fee.

The cost of textbooks, instruments and supplies is additional to the tuition fee and varies, according to the program, from $40 to $100. Students are invited to use the facilities of the campus bookstore.

ii) Ontario Manpower Retraining Programs

Applicants eligible for these programs will pay fees in advance at the rate of $6.25 per week, in installments covering not less than one month at a time; these fees are not refundable.

Cheques and money orders for fees should be made out to the George Brown College.

* The above fees were in effect at the time of publication; they are subject to change at any time without notice.

Financial Assistance

Applicants for admission to a post-secondary program, who are Canadian Citizens or landed immigrants having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan.

Further information and application forms for student financial assistance are available at all secondary schools and the Student Services Office of the George Brown College, telephone 967-1212.

Services

- ACCOMMODATION information is available by dialling (416) 967-1212. Although residence accommodation is not provided by the College, there is no shortage of boarding and rooming facilities in Toronto; rates vary from $38 to $40 per week for room and board.

  Residences for student nurses are operated on each nursing campus, but are not under the jurisdiction of George Brown College. Further information on the types of facilities available may be obtained from the director at each campus.

- COUNSELLING SERVICES are available on each campus to provide educational, vocational, and personal counselling.

- HEALTH CENTRES are staffed by Public Health Nurses, with a physician available for consultation on an appointment basis; services include individual health counselling, health education programs and emergency care in the case of accident or illness.

- LIBRARIES providing for study needs and leisure reading, operate on each campus.

- OHIP (Ontario Hospital Insurance Plan) coverage is the responsibility of each student; information is available at each Campus Health Centre.

- PLACEMENT ASSISTANCE Placement Assistance is provided to all students by Divisional Faculty and Staff. The Placement Office provides career planning and employment search information and maintains contact with potential employers on behalf of graduates.

Students are advised of permanent, part-time and summer employment opportunities.

- TRANSPORTATION on the GO trains is available at reduced rates for students in full-time attendance for more than 12 consecutive weeks; further information may be obtained by telephoning (416) 248-3112.

- ATHLETIC activities are co-ordinated by the Athletic Director, Vince Drake. Information about the programs can be obtained from the office at the Casa Loma gymnasium or by telephoning 967-1212 ext. 431.

Note

An equipment fee, in addition to tuition fees, is charged for most programs for the maintenance of instructional equipment. The fee is assessed on a program by program basis but has been reduced to a maximum of $30.00.

Air Conditioning Technician

4 Semesters

During the last decade air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.

The student will gain a very broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. Well equipped laboratories are provided to reinforce the practical aspects of the subject matter.

Graduates have the academic qualification for certification at the Senior Engineering Technician level by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate can expect to find employment in the Air Conditioning Industry in occupations such as system designing, drafting, sales promotion, job estimating, contract supervising and system balancing.

Job Descriptions

System Design — The designer works with a professional engineer in calculating heat loads, in sizing piping and other equipment, in planning site layouts and in preparing drawings.

Sales Promotion — The sales promoter prepares estimates and drawings so that competitive quotations may be given, and gives technical support to sales staff in answering engineering queries.

System Balancing — The technician plans and recommends or carries out adjustment to air velocities, quantities and other operations necessary for correct system distribution of conditioned air.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with mathematics at the senior level.

Civil Engineering Technician

4 Semesters

The two-year Civil Engineering Program prepares the student to seek a career in the design, planning or construction of civil engineering projects.

During the instruction periods, particularly in the technical subjects the instructors use the project approach to reinforce the theoretical and practical aspects of engineering. This method utilizing well-equipped laboratories for the testing and control of the major construction materials helps to familiarize the student with industry's approach to the subject area.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate civil engineering technician may find employment in structural engineering, municipal, governmental and general contracting offices and could work either in the field or in the office as a member of the engineering team.

Job Descriptions

Engineering Site Surveying — By having a good working knowledge of survey instruments and the computations involved, the technician can do layout work on buildings, roads, sewers and other amenities, establishing and maintaining grades and levels during the construction process.

Structural Engineering — The technician will be involved in the design and drawing of structural projects in concrete and steel and

could also work in the field as a site inspector responsible for the quality of construction.

Municipal Engineering — Sound knowledge of roads, sewers, layout and design will enable the technician to seek a career with municipal and provincial governments or private engineering firms engaged in the planning and development of subdivisions, either as a draftsperson or as a project site supervisor.

Engineering Estimating — The ability to estimate and price the quantities of building materials being used on Civil Engineering projects is an essential pre-requisite in this competitive market. The technician can find employment as an estimator with both private and governmental estimating departments.

Building Materials Testing — There are testing laboratories in both the private and government divisions that specialize in the testing of building materials, in order to maintain the high standard of quality materials so necessary for heavy construction. The technician may find employment in the testing laboratory or in the field as a quality control inspector.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

Recommended Background

Credits in Physics, Drafting and Surveying would be useful as background.

Construction Technician

4 Semesters

The two-year Construction Technician program prepares the student to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well equipped laboratories are available for the testing and quality control of various construction materials and components.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or sub-contractors office or in a firm specializing in other forms of construction management, such as quantity surveying or in sales. Government offices engaged in public utilities work are other fields for employment.

Job Descriptions

Material Testing — The technician is capable of field or laboratory testing and quality control of various construction materials or components in accordance with the standards established by the Canadian Standards Association (CSA).

Drawings and Specifications — The technician's skills in drafting, sketching, report writing, interpretation of architectural and engineering drawings and technical specifications as related to the architectural, structural and other sub contract areas, assist in efficient performance in the various related construction areas.

Building Codes — The interpretation of building codes and by-laws, a knowledge of theoretical, practical and accepted building practices and methods enables the construction technician to be a Municipal Building Inspector.

Site Engineering Control — Using knowledge of levels and transits, the technician is equipped to work on the preliminary layout on building sites, establishing and maintaining grades and levels during the construction process, and assist project managers, engineers or superintendents in the day by da management of a construction project.

Scheduling — A working knowledge of variou scheduling systems (e.g. bar charts, Critical Path Method) enables the technician to be effectively involved in the preparation and control of scheduling systems including the scheduling and expediting of labour, materia and sub contracts.

Quantity Surveying — A Quantity Surveyor is member of the Construction team primarily concerned with cost. By measuring the quantity of labour and material needed for a particular building an accurate estimate can b prepared which will form the basis of the 'bid' or 'tender' on which a building contract is based.

Admission Requirements

Ontario Secondary School Graduates, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

Recommended Background

Credits in physics, drafting and bookkeeping would be useful as background.

Drafting Technician Architectural

4 Semesters

The architectural drafting technician is one of a team of technical personnel involved in the Construction Industry. Graduates of this two-year program play a significant role as detail draftspersons, field supervisors, sales consultants and expeditors in architectural, engineering and fabrication firms, government and municipal offices.

Office atmosphere is simulated by grouping students and using actual building projects from industry. Job site visits, guest speakers, specifications, mechanical and electrical information are arranged to give the student a complete understanding of an actual "living" project.

Job Descriptions

Architectural Drafting — The technician is able to produce a set of architectural working drawings, to coordinate mechanical, structural and electrical with architectural drawings and specifications.

Architectural Presentation and Design — A competent draftsperson is able to assist in the preparation of plans and design drawings for presentation purposes, is familiar with lettering and titling and is capable in the measurement and survey work of existing buildings and sites.

Building Materials — A thorough knowledge of building materials and how they are used in construction makes the technician able to work as an estimator or salesperson in a manufacturing company.

Methods of Construction — A clear understanding of how a building is assembled, and why, is needed before it can be drawn accurately. Technicians with this knowledge have found employment with developers and construction firms.

Engineering — The broad scope of architecture must include a study of structures and mechanical systems within the building envelope. This would include theory as well as practical applications which could lead to employment within these related fields.

Building Codes and Specifications — The use and interpretation of the building codes and specifications as used in the classroom case study of an actual building project is invaluable in finding employment in government, architectural, engineering or construction offices.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

Drafting Technician General

4 Semesters

The objective of the program is to prepare the student for employment in one of a variety of drafting fields by teaching the related theory of construction, manufacturing and accepted practice as well as developing drafting skill. Architectural, Mechanical Services, Survey and Structural Drafting are taught.

The drafting classes are conducted as a drawing office. Projects are developed from simple basic forms by applying knowledge gained from lecture and demonstration. The student progresses to more complex working drawings combined with continued practise of drawing skill and added knowledge.

Career Prospects

Graduates may obtain employment in architectural, civil, survey, or mechanical engineering offices, as well as municipal and provincial offices and the manufacturing and construction industries.

Job Descriptions

Architectural Drafting — The draftsperson prepares working drawing from the architect's design sketches for the layout, construction and aesthetic appearance of residential, commercial, industrial and institutional buildings.

Mechanical Services Drafting — The draftsperson prepares working drawings for the mechanical services of buildings, including plumbing, drainage, heating, refrigeration and air conditioning, and component parts.

Positions may be attained with engineering firms in each or all of these fields and with manufacturers of component parts for the various systems.

Civil Drafting — The draftsperson prepares working drawings for structural steel and reinforced structures.

Many sources of employment are available, such as structural engineering firms, and structural steel and reinforcing fabricators.

Survey Drafting — The draftsperson prepares drawings from field notes for site plans and legal surveys. Employment would be found with land surveyors, municipal and appraisal offices.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Drafting Technician– Mechanical Services

4 Semesters

During the past decade or so the importance of mechanical services in the Construction Industry has increased greatly. It is safe to say that a major portion of construction costs are in the mechanical systems of buildings. These include air conditioning, electrical, heating, plumbing, sheet metal and other systems.

More and more, there is a need for skilled personnel to prepare working drawings detailing the various systems as they relate to the overall requirements of a building.

This two-year mechanical services drafting program teaches the student how a modern building operates and how to make preliminary selections of necessary equipment. The graphic layout of all mechanical services is covered thoroughly.

In order to familiarize the student with the various systems and to provide reinforcement in instruction while on course, the student can see many of the services exposed to view in the College, which is designed on the "open" concept. Also, within the College, visits can be made to the various well-equipped trades and service areas which relate to mechanical systems. Field visits to construction sites are made when possible to enable students to observe accepted installation practices.

Career Prospects

Since there is a demand for "total comfort" combined with energy conservation in buildings, graduates find positions in Government, Municipal, Architects', Consultants', Manufacturers', Mechanical Contractors' and Sales Offices.

Drafting Technician Structural

4 Semesters

Job Descriptions

The graduate of this program may commence employment at a technician level as a draftsperson with a Consulting Engineer in Heating, Ventilating and Air-conditioning or as a detailer and junior designer in the plumbing and drainage design department. Other employment opportunities are available in the designing of refrigeration, piping and sprinkler systems as draftspersons, estimators or sales personnel.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

Recommended Background

Credits in physics and drafting would be useful as background.

The expansion of the construction industry into high-rise development has meant great demands in structural engineering, resulting in excellent job opportunities in this field. The curriculum of this program has been developed so that the students will have a sound knowledge of the fundamental principles of structural mechanics, an understanding of the behaviour of structural members and an appreciation of their relationship to the total building.

Mathematics and Science are the basis for problem solving in structural engineering and are taught as applied subjects directly related to the structural field. Project drawings are a major part of the students' assignments which are graphic representations of the engineering design drawn to a high standard of draftsmanship.

Career Prospects

Careers in almost all areas associated with the construction engineering fields including government offices and private engineering companies, fabricators and consultants are open to graduates with a knowledge of structures.

Job Descriptions

Structural Engineering — Steel — The technician prepares engineering drawings for industrial and commercial buildings showing details, standard beam and column connections and schedules according to engineering design and specifications.

Structural Engineering — Concrete — The technician prepares engineering drawings for large construction projects showing sizes and placement of re-inforcing bars by plan, section and schedule.

Steel Fabrication Shop Drafting — To work as a detail draftsperson in the preparation of shop drawings for the fabrication of structural steel members.

Precast Concrete Shop Drafting — Precast and prestressed concrete companies require technicians to assist in design and detail of shop drawings for precast concrete beams, columns, and slabs.

Installation and Erection Supervision — With the knowledge of structures and site engineering, a technician can work as an engineer's assistant to supervise the alignment and erection of structural members.

Structural Draftsman — Using the knowledge obtained in structural design and detailing, a technician may find a career in the structural departments of various government offices drawing plans and details of dams, bridges or tunnels.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

Recommended Background

Credits in Physics and Drafting would be useful.

Mechanical Drafting Design Technician

4 Semesters

This program has been developed to prepare the student for a career in a wide range of drafting and design areas.

The theoretical and practical aspects of the subject matter are applied to the drawing and design of projects in a modern drafting room, using up-to-date equipment which simulates an actual industrial engineering office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Drawings and Specifications — The technician's training provides the background and the skills to develop layout drawings, expand basic design sketches, to make appropriate working drawings, and to list the necessary specifications and materials for the satisfactory manufacture and performance of a component or assembly.

Computer Information Systems — The knowledge of mechanical systems, mechanisms, and components, enables the technician to assemble data for automatic information systems.

Technical Sales — The ability to read and interpret engineering data and drawings, allows the technician to pursue a variety of engineering related fields, such as customer service, engineering sales, production control, and technical assistant in purchasing.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

Recommended Background

Credits in drafting and physics are desirable.

Mechanical Engineering Drafting

2 Semesters

This one year program has been designe provide a concentrated course in Mechanic Drafting and related areas, with the empha on practical application.

Instruction takes place in modern classrooms and drafting rooms, and the up-to-date equipment used is consistent w that found in present day engineering offic Classroom approach duplicates actual industrial drawing office procedures in the handling of assignments and projects.

Graduates receive a certificate on succe completion of the program.

Job Descriptions

Draftsperson — Preparing working drawin a variety of fields including machine drawi materials handling, process piping and mechanical drafting, the graduate will wor a detail draftsperson under the supervisio senior draftsperson, as part of the enginee design team comprising draftsperson, designers, engineers and technicans.

After gaining practical experience in a drawing office many graduates move to ot jobs which are closely related to that of th draftsperson. Some of these are:

Technical Sales — Since the draftsperson a sound knowledge of the company and it products he or she may, if he or she is sal oriented and likes meeting people, move t sales position.

Quality Control — This involves working w the drawings and specifications produced company's engineering department and ensuring that the manufactured parts are correctly made and conform to specificati

Customer Liaison — The experienced draftsperson who is familiar with the company's products may find working with the company's customers an interesting job. Many items of detail design and changes must be discussed with customers during the development of major contracts. This information is then relayed to the other members of the engineering design team.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Interest in mechanical engineering and aptitude for drawing with previous experience in drafting, machine shop and other metal working would be useful.

Materials Handling

4 Semesters

Increasing automation, and the application of modern packaging and handling techniques resulted in the development of the specialized field of materials handling design. The plant layouts, estimates, schematics, assembly, and detail drawings of handling equipment and systems are produced by designers and draftspersons trained in the many facets of materials handling design. This program provides the student with theoretical and practical knowledge to enter the materials handling design field. Graduates may be employed as draftspersons, designers, salespersons, estimators, or planners by processing and manufacturing plants, consulting engineers, primary industries, and research and development companies.

Job Descriptions

Engineering Drawings and Specifications — Skills in drafting and sketching, the interpretation of structural and architectural drawings and specifications related to Materials Handling assist the graduate in working successfully on new packaging and handling systems and the modernization of existing plant and shop layouts in an engineering design office.

Plant Layout — Using knowledge of Basic Materials Handling principles, flow charts, handling equipment and engineering data, the graduate is equipped to work on layout drawings and machine elements, also to assist project engineers in design concepts and scale model layouts of proposed plant installations.

Industrial Sales and Company Representative — Awareness of available Material Handling equipment, through the extensive use of engineering catalogues and technical data enables the representative to perform satisfactorily in sales and services related fields and also research and development companies and governmental departments.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with mathematics at the senior level.

Recommended Background

Drafting and machine shop practice would be an asset.

Process Piping Design Technician

4 Semesters

The process piping design technician is generally employed by consulting engineers, public utilities and the petro/chemical industry. He or she is a member of the engineering design team responsible for the design, layout, detailed working drawings and installation of automated industrial plants. These include oil refineries; breweries; power generating, water processing and food and drug plants.

The program is conducted in a modern drafting room which simulates an industrial engineering office. The student learns to apply the theoretical and practical aspects of the instruction by working on projects.

Graduates are eligible to apply to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

In recent years there has been a rapid increase in the demand for process piping draftsmen and designers and, as a result, this has become one of the best paid areas of engineering. Design technicians can progress with practical experience to designers and senior job captains or site supervisors and plant maintenance.

Job Descriptions

Piping Drafting — Using knowledge of pipe, pipe fittings, valves, and various pipe fabricating techniques, and a highly developed ability to visualize and represent on drawings the spatial requirements of pipes and equipment, the technician assists project

engineers in the design, layout and arrangement of plant installations.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

Recommended Background

Credits in drafting and physics would be an asset.

Surveying

Surveying is the science of measuring and recording the geometrical and physical features of our environment.

Young men and women can find challeng careers in this area whether it is doing exploration surveys, laying out new sub-divisons or compiling information and calculations into a finished plan for urban study.

The College offers three programs in surveying: Survey Technologist (6 semester completed in two years), Survey Technician (4 semesters) and Survey Assistant (2 semesters). Graduates from all three programs are eligible for certification at the appropriate level by the Association of Certified Survey Technicians and Technologists of Ontario.

Job Descriptions

The occupational functions of the surveyor vary widely. In a technical capacity progres may be made from the relatively simple tas given the recent graduate to complex techn responsibilities where the exercise of judgement is required and where responsib decisions are essential.

Because managerial or supervisory poten depends more on the individual's initiative capability rather than amount of education, jobs listed below may be filled by a person from any of the three categories. However, reasonable to assume that the more highly qualified the person is the more likely he or she is to rise to the top. Consequently the graduate in any course could expect to find job description to fit some of the following

Field positions such as chainman/woman, rodman/woman, instrumentman/woman, party chief or supervisor.

Office Positions — draftsperson, computer, title searcher, supervisor or office manager under the general direction of an Ontario Land Surveyor or Engineer in the following fields: laying out new property divisions and buildings; retracing old property boundaries; planning new subdivisons; route location for highways, pipe-lines and utilities; preparing maps and drawings prior to engineering design; providing control for construction projects; determining quantities and positions in mining and construction; organization of earth resources; mapping land divisions; determining depths and positions in marine applications; determining whether the law fits the physical facts.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level. Applicants for the technologist program require a high standing in mathematics and physics at the senior level.

Recommended Background

Credits in physics, drafting and surveying are desirable.

Tool Design Technician

4 Semesters

The tool and die design technician works in the drawing and design offices of manufacturing companies. The tool designer helps decide the various ways products are to be manufactured, develops the manufacturing sequence and decides what tooling is needed to make each part, and creates the designs for special tools such as jigs, fixtures and dies which play a vital role in modern manufacturing practice.

This two year program is divided into four semesters which cover the theoretical and practical aspects of tool design. The student will be stationed at one of the design tables in our design office. This practical approach is the same as would be encountered in industry. The well equipped design office and library, give the student a realistic environment in which to develop skills. An up-to-date machine shop is available to test the practicality of designs developed in the design office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

Graduates may be employed in various manufacturing industries such as automotive and aeronautical, consulting engineering firms and specialized tooling companies in their tool design offices. Other career opportunities may be available in technical sales, manufacturing engineering and production expediting.

Job Descriptions

Tool Designer — The technician is capable of working in a drawing office. The work area could encompass jig and fixture design, die design, and special machine design, as part of the design team with designers, engineers and production personnel.

Technical Salesman — Knowledge of machine tools, types of steel, methods of production and tool design enables the technician to be sales representative for an industrial company.

Estimator-Planner — This position involves working with production personnel to determine the exact production procedures, location of production facilities, and cost of manufacture.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

Recommended Background

Credits in drafting and machine shop practice would be advantageous.

Toolmaking Technician

4 Semesters

Graduates of the two-year Toolmaking Technician program can look forward to a career in the modern production process, one that demands skill, application, accuracy and cost-consciousness.

Instruction combines theoretical and practical training in toolmaking and related subjects in well-equipped machine shops and laboratories.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Toolmaking — Toolmaking involves planning, design, layout and fabrication of tools such as jigs, fixtures and gauges, using standard toolroom equipment.

Diemaking — Diemaking involves cost conscious design and fabrication of the following types of dies; blank, pierce, progressive, draw and cutoff.

Mouldmaking — Mouldmaking involves the fabrication and tryout of extrusion dies and injection mould inserts, as applied to the Plastics Industry.

Numerical Control — Numerical control involves manual and computer programming, Numerical Control Machine setup and operation.

Watchmaking

4 Semesters
Optional 5th & 6th Semester

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Credits in machine shop are desirable.

The basic two-year program in watchmaking prepares the student to service, repair and manufacture all types of mechanical time pieces.

After completion of the two-year program the student may qualify to enter an optional third-year to learn how to service all types of complex watch mechanisms including electric and electronic watches.

Instruction is by the project approach for the first three semesters, and a simulated repair shop approach during the fourth, fifth and sixth semester. The College provides the most modern equipment and small tools during the training period. Related horological theory is taught parallel to shop practices.

Job Descriptions

Watchmaker — The graduate from the four semester program is capable of servicing all types of mechanical watches except chronographs.

The graduate of the six semester program is capable of servicing all types of mechanical and electronic watches including chronographs.

Clockmaker — The graduate may specialize in clock repairing and become proficient as a clockmaker.

Precision Instrument Technician — Graduates are capable of adapting their skills to the servicing, construction, inspection and design of precision instruments used in aircraft, hydro and gas installations, chemical laboratories and meteorology.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Any hobby involving work with small mechanisms would be beneficial. Good eyesight (corrected vision is accepted), and mechanical reasoning abilities are essential.

Welding Specialist

2 Semesters

This program combines practical instruction in well equipped shops and laboratories with complementary coverage of theory and selected related areas required for a wide range of welding-related occupations. Emphasis is placed on the selection, operation, trouble shooting and industrial application of manual, semi-automatic, and fully automatic welding equipment. A successful graduate will have a sound background in weld inspection, quality control, production procedures and metallurgical principles along with a variety of manipulative welding skills.

Career Prospects

As the Welding Industry continues to make use of a greater variety of sophisticated equipment and processes, the need for personnel trained in its selection, use, and maintenance is rapidly expanding.

Job Descriptions

Manufacturing — The Welding Specialist possesses the manipulative skills necessary for working as a welder in a great many industries. Many graduates prefer to gain practical industrial experience in this manner before proceeding to a position at the technicial level.

The Welding Specialist graduate is also competent to enter positions in industry which involve quality control and weld inspection, development of procedures, maintenance and trouble-shooting of semi- and fully-automatic equipment.

Weld Inspection — The welding Specialist has received instruction which will permit entry to the field of weld inspection, either for a company specializing in this service, or for an organization which maintains its own weld inspection division.

Sales — Welding equipment manufacturers and distributors are continually looking for sales personnel who possess a good background knowledge of all types of welding equipment, so that intelligent recommendations can be made to prospective customers.

Technical Service — The installation of complex equipment is usually supervised by a Technical Consultant employed by a manufacturer or distributor. This consultant may also be required to trouble-shoot any problems relating to the equipment and supervise personnel in its operation.

Teaching — Many graduates of our welding programs have entered the teaching profession following a number of years of industrial experience. Because of the extensive practical and theoretical coverage, the Welding Specialist graduate is particularly well equipped for this profession.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with one of the following: —

1) specialization in welding in a secondary school
2) successful completion of a Welding Fitter Program in a College of Applied Arts and Technology
3) approved industrial experience

Recommended Background

Credits in mathematics at the senior level are a desirable asset.

Acoustics Technician

4 Semesters

The Acoustics Technician program provides a thorough grounding in principles of acoustic design, sound analysis and modern practices of noise control and hearing conservation. Students are trained in well-equipped laboratories in the operation of professional and industrial instruments used for sound and vibration measurement and analysis for audiometric screening and audio reproduction.

Application has been made for certification of graduates by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Sound and Vibration Measurement — The technician's training, with a "hands-on" approach in the measurement and analysis of sound vibration, provides the skills needed to perform these tasks in industry.

Noise Control Inspector — The Acoustics Technician program has been approved by the Ontario Ministry of the Environment. Graduates are eligible for certification at Level II Noise Control Inspector by the Ministry.

Industrial Hearing Conservation — Skills in audiometric screening, sound and vibration measurement and analysis, and in noise control enables the technician to be a valuable member of the industrial hearing conservation staff.

Audio — A working knowledge of profession quality audio equipment as well as home entertainment equipment enables the technician to work effectively with the audio engineering staff, in operations and maintenance.

Sales — Using knowledge of audio, noise control products and techniques and of business organization and marketing, the technician may become a member of the sale organization.

Architectural Acoustics — Skills in drafting, architectural and engineering drawing, noise and vibration control, and building codes enables the technician to work effectively wi the architect or engineer.

Admission Requirements

Ontario secondary school diploma, or Academic Upgrading Level 4, or equivalent, with a general or advanced standing in mathematics and English at the senior level.

Recommended Background

Credits in physics, drafting and electricity electronics are desirable.

Electronics Technician

4 Semesters

The Electronics Technician program provides both men and women with the opportunity to work in the maintenance, installation, production, design or research phases of the Electronics industry. In order to better qualify the graduate for immediate productive work in industry, the program has been designed so that in the second year the student specializes in one of the following areas; Communications, Computers, ETV/TV Broadcast. Graduates of this program are now employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed circuit television studios, in the oil industry, and in the installation of computer and communications systems. Graduates have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as a Senior Engineering Technician.

Job Descriptions

Installation Technician — The Installation Technician goes to the customer's premises and installs or modifies company components and systems, performs tests to insure satisfactory operation, and instructs the customer in the operation. If the company deals in systems, for example, large computers or aircraft guidance systems, there might be an installation team with several installation technicians.

Maintenance Technician — The Maintenance Technician does periodic testing and performs scheduled preventative maintenance on equipment at the customer's place of business. For example, on servicing computer terminals, the paper punch unit, tape reader and key board must be cleaned and oiled on a regular schedule along with voltage and current checks of the electronics circuits. In servicing video systems, the technician would periodically check the response of the T.V. camera tube, make the necessary electronic adjustments and repair.

Calibration Technician — The Calibration Technician is specially trained by the company to calibrate their electronic equipment to company and government standards. This is an exacting job and requires that the technician work to very close tolerances.

Service Technician — The Service Technician locates and repairs faults which occur on company equipment. This requires a detailed knowledge of the company equipment and expertise in diagnostics. If the customer brings unserviceable equipment to the company's premises the technician may be called a Bench Technician. In some companies a bench technician may be assigned to a project group where he will build prototypes from engineering drawings, run tests and make minor modifications.

Production Technician — The Production Technician ensures that the product meets the specifications and may troubleshoot and repair faulty products.

Design, Research and Development Technician — The Design, Research and Development Technician modifies existing equipment, prepares new designs, including calculations, for approval, builds and calibrates test equipment, and performs tests during the research, design, and development phases of a new product or technique.

Plant Technician — The Plant Technician modifies, repairs and installs electronic equipment and instruments associated with the industrial process.

Technical Writer — The Technical Writer prepares reports, bulletins and specifications including the drawings, illustrations, graphs and tables for company products and proposals.

Sales Technician — The Sales Technician works directly with the customer in an advisory capacity and prepares quotations on company products.

Note:

1. In large firms the graduate may perform only one of these tasks initially, but several or all of the tasks on progress through the company's organizational hierarchy.
2. In small companies the graduate may do some or all of these tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in general or advanced mathematics and English at the senior level.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be a useful background. The technician is usually working with the customer; therefore, an ability to work with and to communicate effectively with others is most essential.

Electronic Technologists

6 Semesters

This coeducational program was developed to meet the needs of industry for Engineering Technologists with a practical and theoretical knowledge who will be able to work effectively in the many areas of Electronics. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides the student with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems (computers, communication); quality control; management; marketing; and research. Because of the depth of knowledge required by the Technologist, the college will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying, may be transferred to the Electronics Technician program. Graduates of this program have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as an Engineering Technologist.

Job Descriptions

The technologist may start a career in any of the jobs listed for electronic technician; the additional training offers opportunities for promotion to more challenging technical positions and to supervisory or managerial positions.

Design Technologist — As a member of a design team, the technologist designs electronic apparatus or portions of complex electronic circuits including the test procedures and the writing of the specifications.

Research and Development Technologist — As a member of the research and development team, the technologist assists in the project by building, testing and conducting experiments on electronic equipment. From the experiments, the technologists will analyse the results and prepare the technical data for publication.

Technical Sales Technologist — The Technical Sales Technologist gives technical assistance to customers in the selection and use of electronic components, equipment and systems, and provides the customer with quotations and after sales servicing.

Technical Writing — In an engineering office the technologist may edit engineering reports and compile reports, bulletins, and specifications.

Quality Control Technologist — In a manufacturing company, the technologist ma be required to establish and maintain a product inspection service and suggest changes on manufacturing procedure or component selection.

Plant Engineering Technologist — Through liaison with the various departments of a company the technologist will ensure the effective co-ordination of services from the initial design to the efficient utilization of equipment and space in the manufacturing stage.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in general or advanced mathematics and English at the senior level.

Recommended Background

Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programming at level 4 and mathematics at level 5 would be useful background.

Electrical Technician/ Technologist

Electrical technicians both men and women, work in many diverse occupations: as electrical maintenance technicans in industries using machinery controlled by complex electronic circuitry; as test technicians in plants manufacturing electrical equipment (motors, generators, circuit breakers, transformers, etc.); as service technicians for electrical manufacturers; as sales representatives for electrical manufacturers; as sales representatives for electrical equipment suppliers; as construction or maintenance electricians (after a period of apprenticeship); as electrical drafting technicians and designers for electrical utilities, manufacturers and consultants.

George Brown's Electrical Technician program requires 32 weeks of training a year, for two years. Subjects covered include electrical fundamentals, d-c and a-c machines, industrial electronic controls, electrical drafting and related academic subjects.

For the Technology program, two more semesters are added. The program combines both lectures, laboratory, and computer work which is aimed toward making the student able to work on his own with the guidance of his instructors, so that by the time he is ready to graduate he is capable of working independently.

Graduates from the Technology program may become designers in a shorter time than technicians and using their design skills they may progress to management positions.

Graduates will have the academic qualifications for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Processing Industries — Technicians and technologists work as designers and draftspersons in industries such as oil refining where complex processes are monitored and controlled by electrical and electronic devices. Others are employed in maintenance to keep the production output within acceptable limits.

Consultants — Technicians and technologists are employed by Consulting Engineering firms on the preparation of electrical specifications for commercial buildings, electrical drafting, electrical estimating, costing and the design of electrical distribution systems, and lighting design.

Electrical Contractors — Technicians and technologists work as estimators and electrical draftspersons. In addition, those who prefer to work with their hands may become electricians after a suitable apprenticeship period. This can lead to supervisory positions within a relatively short period of time.

Manufacturing — Both electrical technicians and technologists are found in the manufacturing industry (mainly electrical manufacturing, although some find jobs in other manufacturing fields). The jobs cover a wide range of activities: design of electrical components and devices: quality control inspection to determine if the manufactured product meets the design specifications; sales, marketing, and customer relations; electrical drafting and the checking of drawings; electrical maintenance on complex production machinery; on installation and servicing of the manufacturer's products.

Electrical Utilities — Technicians and technologists are employed in the design areas as designers and draftspersons, installation crews working on new substations and extensions to the electrical network, in maintenance departments that are responsible for maintaining continuity of the system and in the system operation field.

Miscellaneous — In addition to the above, technicians and technologists may find positions as inspectors or designers with the Federal, Provincial, or Municipal Government departments. Another field offering employment, after suitable work experience, is technical education in the secondary schools.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4 or equivalent, with credit standing in the general or advanced level in mathematics, science, physics and English.

Recommended Background

An electrical background is helpful but not essential.

Electrical Design Technician

4 Semesters

Electrical design technicians work as electrical draftsmen, designers and estimators with engineering consultants, electrical utilities, electrical manufacturers and electrical contractors.

The Electrical Design Technician program is the same as the Electrical Technician program for the first three semesters (47 weeks) and then concentrates on the area of specialization for the final semester (17 weeks).

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Building systems Design — The graduate is capable of working in an electrical design office of consulting engineers or architects in the design and production of electrical designs and layouts for residential, commercial, and industrial buildings.

Lighting Layouts and Calculations — A graduate electrical design technician may be employed by a lighting fixture company as a salesperson, a designer of lighting fixtures, or as a designer of lighting installations.

Specifications and Estimating — The graduate would be able to write the specifications for an electrical installation and develop an estimate of the cost of such an installation.

Public Utilities — A graduate may be employed by an electrical public utility in the design of sub-stations, transmission lines, and distribution systems for electrical energy.

Supervision — A graduate may assume the duties of a job supervisor and direct the electrical installation to conform to the plans and specifications of the architect and client.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with credit standing in mathematics, science and English at the senior level.

Recommended Background

Credits in physics, electricity, and electronics would be useful as background.

Industrial Instrumentation Technician

4 Semesters

The Instrumentation Technician works in all phases of industry using automatic controls. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a sound grounding in pneumatic instrumentation, electronic instrumentation, computers and related academic subjects.

Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The graduate technician's training prepares for careers that range from the computerized control of a nuclear power plant to the electronic and pneumatic control of a fertilizer process.

Job Descriptions

Plant Maintenance and Design Modification — The technician will be capable of the operation, maintenance and modification of control loops, which may contain temperature, pressure, level, and flow controlling devices, and analytical instruments such as the gas chromatograph. In many cases these instruments will be monitored by computer. The technician may work with one or more junior personnel.

Environmental Control — The technician will be capable of operating, maintaining and modifying environmental control instruments used in the monitoring and control of water and air pollution in both private industry and governmental agencies.

New Plant Constructions — The technician may be part of a team which installs instrument control systems, and commissions control loops, during the initial stages of new processes.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Credits in mathematics and physics would be useful as background.

Industrial Instrumentation Technologist

6 Semesters

The Instrumentation Technologist works mainly in design and systems modification. Job opportunities range from challenging positions in research and development to sales and service for instrument manufacturers.

The Industrial Instrumentation Technology program gives a six semester program in two years.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a firm grounding in electronic instrumentation, pneumatic instrumentation, computer technology and related academic subjects.

Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The technologist's role in industry is primarily in system design and modification. However, specialization in one specific aspect of instrumentation such as computer control, analysis instrumentation or electronic instrumentation may be selected.

Job Descriptions

Consulting and Design — The technologist may initially be a member of a team of specialists designing and drafting new instrumentation systems and modifying existing installations, and, with experience, may supervise the commissioning and installation of systems for new processes.

Plant Maintenance — The technologist, after a suitable orientation period, will be capable of supervising a team of technicians and other personnel in the maintenance and modification of control systems, of individual control loops containing temperature, pressure level and flow measuring devices, and of analytical instruments and mini-computers. The co-ordination and scheduling of instrument maintenance in relation to other trades may also be the responsibility of the technologist.

Computer Interphasing — In the past, computer personnel looked after computer maintenance, and instrument personnel looked after their own maintenance and modifications. The instrumentation technologist has an ever-expanding role to play in the field of computer interphasing.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Credits in mathematics and physics would be useful as background.

Graphic Arts (Printing) Technician

6 Semesters

The printing industry in one of the largest employers in the Toronto area, which in turn is known as a centre of superior quality printing companies. Several years ago, a survey of the industry indicated a real need for highly trained technicians to permit the industry to expand.

The printing technology department has the most modern presses, photocomposition equipment, process cameras, electronic colour scanners, stripping, platemaking and bindery equipment.

Technicians in the 3 year program take "hands-on" technical training in eight major areas for each of the first two years and then select one area, such as presswork, photocomposition, camera and stripping, bindery or quality control, in which to specialize in the third year.

Job Descriptions

Compositor — The compositor sets type using the traditional composing stick and case of metal types. However, this has become more of a page assembly function latterly where the compositor is responsible for precise fitting of symbols or special type characters into machine set pages.

Phototypesetter — The phototypesetter uses a special purpose computer to set type images using a keyboard unit. A tape is produced at the keyboard which contains both instructions for the computer and the information to be typographically arranged.

Mark-Up Person — The mark-up person takes a designer's layout and, using copyfitting aids and a catalogue of type styles, writes instructions on the copy to the typesetter. This person may occasionally be required to take "raw" copy and produce both a design and mark-up.

Typographic Designer — The typographic designer is primarily concerned with producing designs which employ mainly type and is not usually required to draw freehand illustrations. A "comprehensive layout" prepared by the designer may be so precisely drawn that it appears to be a printed job from a short distance. Many of the most successful in this field were formerly compositors.

Paste-Up — A paste-up artist takes reproduction proofs, phototypeset matter and illustrations, and assembles them into camera-ready copy.

Film Assembly — A film assembler performs the same basic function as the paste-up artist, using photo-positive film. In addition the film assembler may be required to operate a graphic arts camera.

Negative Stripper — The negative stripper lays out flats containing line, halftone, duotone and four colour process negatives according to plan for each job, or may create the plan. Darkroom techniques are used to make photographic contacts and for the developing of offset plates.

Process Camera Operator — The process camera operator makes photographic continuous tone, line and halftone negatives for each printing job, develops film, makes contact negatives or positives, operates film processing machines and does four colour separations by means of a process camera, enlarger, contacting or electronic scanner.

Pressman — Pressmen operate one or more printing presses which use Letterpress, Offset, Rotogravure or Flexographic techniques. Presses may be one man operate or require a crew of a dozen, depending on si and complexity. Tolerances are in the 1/1000 of an inch category. Operators must have goo mechanical sense, colour sense for ink matching and technical knowledge of inks, papers and plates.

Bindery Worker — Bindery workers operate a variety of precision mechanical equipment th fold, drill, stitch, paste, glue, cut, trim, sew and assemble all types of forms, folders, brochures, pamphlets, soft and hard covered books. They also may operate foil stamping and heat sealing equipment. Knowledge of papers, adhesives, and the effect of temperature and humidity on them is desirable.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Drafting skills, mechanical aptitude, typin skills, artistic interests are all useful in vario parts of the trade.

Business Administration

Business today offers a wide choice of interesting, well-paying careers.

There is a growing need for competent, skilled people in accounting, marketing, data processing, physical distribution, general business administration and sales positions.

George Brown's Business and Commerce Division can give the highly concentrated training needed to enter the specialty area of the student's choice.

The first semester of all the two-year business programs is the same. This provides a broad introduction to business. Subjects include language and communication, business mathematics, introduction to accounting, data processing, marketing and physical distribution.

In the second semester, students start to specialize in one of the areas listed below.

Option I — Accounting

Option II — Electronic Data Processing

Option III — Marketing

Option IV — General Business

Option V — Physical Distribution

Option VI — Business Administration

Graduates of two-year programs may also qualify for a fifth semester in the Business Administration Program.

Students may start the program in September or January of each year.

Accounting

4 Semesters

Option I

The courses included in this program provide a valuable preparation for students interested in accounting careers in business, government and industry. Students who wish to obtain a professional accounting designation will be granted advanced standing in specified courses by the Certified General Accountants Association and the Society of Industrial Accountants.

Career Prospects

Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Large firms tend to prefer graduates with leadership potential, a thorough knowledge of accounting skills plus self confidence, and the ability to communicate freely. The new graduate is then placed in a training program which will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, credit.

In smaller firms, the graduate will probably be expected to perform a wider range of accounting tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics and English at the senior level.

Electronic Data Processing

4 Semesters

Option II

Students of this program are trained in the theoretical and practical applications of computers to business. The program is of particular interest to those who are interested in a career as a computer programmer or who wish to advance to the level of systems analyst.

Students are exposed to several programming languages, with emphasis on COBOL, the language used most widely in industry. Skill is developed by work on realistic application problems. In addition, a conceptual understanding of systems analysis and design is developed by a combined lecture and project approach, re-enforced by extensive readings. Senior students are exposed to the current state of the art through discussion of selected articles from trade journals.

Graduates receive a diploma in EDP, and are technically equipped to work as junior computer programmers.

Job Descriptions

Computer Programmer — Working from a detailed description of a proposed application, a programmer defines the logic of a solution and codes computer instructions to generate the desired results from the computer.

Systems Analyst — Working with people from the department requesting computer service, a systems analyst examines and improves upon existing applications and coordinates the definition of proposed applications, including cost estimates and implementation schedules. This is a senior position to which a programmer may be advanced after several years of experience.

Computer Operator — Working from a schedule of jobs to be run, an operator monitors the running of the computer and follows written directions in response to specific snags which may arise. Graduates from our EDP programme are able to quickly learn the specific requirements for operating any particular computer.

Admission Requirements

Ontario Secondary School Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Facility on both oral and written communication is required for advancement to senior positions since report writing, interviewing and conducting presentations are key activities.

Marketing

4 Semesters

Option III

The marketing program is very highly concentrated in marketing subjects and is designed to prepare the student for a career in the field of marketing management, advertising, sales, marketing research or retail management.

The program makes extensive use of computerized decision-making simulations, case studies, research, with substantial use of video tape and related visual learning resources. The downtown location of the campus makes it ideal for field trips and industry projects.

Career Prospects

Excellent opportunities exist, requiring varying degrees of skill and management potential. Many graduates start their training in sales or other marketing functions and quickly rise to junior positions in product management, retail management, marketing research, advertising, and sales.

Job Descriptions

Assistant to Product Manager — The graduate assists in developing product objectives and marketing strategy and deals with the issues of promotion, pricing, distribution, product packaging, content and design.

Retail Management Trainee — Graduates frequently enter training programs offered by progressive retailers and, with minimum training, become capable of operating a department or branch. This involves employee management, merchandising, controls, promotion management and store layout and design.

Marketing Researcher — The graduate develops research instruments to achieve specific research objectives, gathers the data, analyzes the results and plans action.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Facility in English and mathematics at the senior level is desirable.

Business General

4 Semesters

Option IV

This program is designed for the student who seeks a broad, well integrated education in the field of business, as well as the opportunity to concentrate on more than one major subject area. In the second, third and fourth semesters, considerable flexibility is provided in that students select courses from other business options, under the guidance of faculty members.

Career Prospects

Career prospects in management trainee positions are available in a wide range of organizations such as governments, financial institutions, public institutions, public utilities, merchandising, manufacturing, small business, cooperatives and labour unions.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Proficiency in oral and written communication is an asset.

Physical Distribution

4 Semesters

Option V

In the two-year Physical Distribution Program students get a thorough grounding in the processes involved in moving goods from producer to consumer, at the local, national, and international level.

Career Prospects

The economical distribution of products and services is of major importance in Canada's modern economy. Careers exist in business and industry in wholesaling, retailing, manufacturing and service operations as well as with various governmental agencies and institutions such as hospitals and schools.

Job Descriptions

Physical Distribution Analyst — The analyst's responsibility is to investigate and improve the efficiency of any, or all, parts of an organization's distribution system. This could involve recommending the best location and size for a new warehouse; investigating the rates and qualities of various transportation methods; recommending optimum quantities to ship.

Purchasing Agent — The purchasing agent's responsibility is to seek the best suppliers in terms of price, quality, delivery, and service; then, using past records and forecasts of future needs, to order the most economical quantities that minimize total inventory cost.

Traffic Freight Specialist — An excellent job opportunity is found in the various modes of traffic and transportation. There is potential for moving up in various aspects such as customs, warehousing, airport docks, trucking terminals, special express and PBX services, and insurance companies.

Other job titles include inventory co-ordinator, import/export agent, distribution centre supervisor, customer service representative, traffic rate analyst, warehousing supervisor and expediter.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Proficiency in mathematics and English is an asset.

Business Administration

5 Semesters

Option VI

This program is for those students who, having completed a four semester business program with a good academic record, desire to proceed into more advanced areas of study in Business Administration. It integrates the students' more advanced learning into a broader view of an organization as a whole. In addition, students increase their specialized knowledge through research projects in their major fields of study. Advanced decision-making, planning and central skills are developed through the use of modern learning techniques.

Career Prospects

Students with these advanced credentials have greater job opportunities in many business and government organizations at levels higher than a graduate from a two year (4 semester) program.

Job Descriptions

Management Trainee — The trainee enters the organization at various levels and is trained and developed through movement upward in the organization in various tasks and job areas, eventually becoming a manager.

Admission Requirements

Two year Business diploma in accounting, data processing, general business marketing or physical distribution taken at George Brown College.

Sales

2 Semesters

The one year sales program has been developed to assist the aspiring salesperson to develop sales skills, and enough general business administration knowledge to permit effective management of the sales force.

The study of buying psychology and sales presentation theory followed by video sales presentations in a business atmosphere with color T.V. playback gives the student unique experience in handling sales calls at the industrial sales level.

During the two semesters of instruction the student obtains an understanding of the sales quotation letter, business letter writting, business mathematics, basic marketing, accounting, human relations and other business functions.

Career Prospects

On employment, the graduate will spend a training period learning about the employer's products or services, customers, and policies. The graduate's education is broad enough to speed up the training process and provide the understanding which leads to management opportunities in sales, client service and customer relations.

Job Descriptions

Salesman in Training — A junior sales position while learning the technical aspects of the product and the customer use of the product. This leads to a higher paying senior sales position.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

The ability to succeed with a minimum of supervision is essential.

Secretarial Science

All students who wish to pursue programs in general-executive, legal or medical secretarial science, take a common first year of introductory and general background courses. The main purpose is to provide the student with a solid foundation in secretarial skills.

Toward the end of first year, the student decides which course of study to pursue. These are described on the following pages as:

OPTION I — General Executive

OPTION II — Legal

OPTION III — Medical

Each of these programs provides intensive study in the major subject area for an additional two semesters, and provides a 2-year diploma in Secretarial Science.

Court Reporting is an additional, higher level program which may be taken after completion of a 2-year legal secretarial program.

Students may begin a program in September and January each year.

Secretarial Science (General Executive)

4 Semesters

Option I

This program is designed to give the students skills, abilities and knowledge to keep abreast of the new office procedures resulting from technological changes and innovations. With the aid of the most modern equipment, including a steno lab, the technical training is kept at a high level of achievement.

Career Prospects

General executive secretaries are in demand by small businesses, large corporations, real estate offices, boards of education, and other institutions.

Job Descriptions

The general executive secretary is capable of taking dictation of material and transcribing it accurately and efficiently, and is an essential part of the office scene able to act as an assistant to the employer. He or she is equipped to attend conferences, arrange travel plans and meetings and eventually participate to a certain extent in decision-making.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent. A written English test is administered to applicants and a passing grade of 65% is required.

Recommended Background

Credits in English and communication skills are strongly recommended as background.

No previous knowledge of shorthand or typewriting is required, however, if the applicant has 45-50 w.p.m. in typing and 80-100 in Pitman or machine shorthand, credits may be granted towards the first year of the program.

Secretarial Science (Legal)

4 Semesters

Option II

There is probably no secretarial postion in which the work is more varied than that of a legal secretary.

The Legal Secretary program is designed to prepare the student for employment in one of these challenging positions. Students will become familiar with legal terminology and will see how to prepare and handle a variety of legal instruments and court documents. They will learn the principles upon which Canadian law is based and will have an opportunity to see justice in action by sitting in, as observers, in court rooms where trials and appeals are being conducted. In the final months of the program, students will spend one week as trainees in law offices.

Career Prospects

There is a great demand for qualified legal secretaries to work in private law firms and in institutional legal departments. Alternatively, successful candidates may wish to enter into Court Reporting (see separate program description for details).

Job Descriptions

In addition to preparing correspondence and legal documents, legal secretaries frequently make appointments, schedule meetings, research background information and many other activities to assist their employers in the smooth operation of the law office.

Admission Requirements

Successful completion of the first year of secretarial science at George Brown College.

Secretarial Science (Medical)

4 Semesters [B105]

Option III

The Secretarial Science (Medical) program is offered to students who have mastered the stenographic fundamentals and who have a special interest in the medical field.

There are two choices; The Medical Shorthand program and the Medical Dicta-typing program. Both types of medical secretaries are in demand, and the student can be guided by personal preferences.

All phases of medical secretarial work are explored. Medical terminology, anatomy, medical office procedures and medical office accounting are covered.

After specialized training, the students will graduate with well-developed skills, with a wide choice of job opportunities.

Career Prospects

There is a continous demand for medical secretaries with either shorthand or dictaphone skills to work in hospitals, clinics and doctors' offices.

Job Descriptions

The medical secretary is called upon to do a variety of work making appointments and taking information from patients, handling correspondence and reports. The secretary must be responsible, able to work with a minimum of supervision, and be sensitive to the needs of patients.

Admission Requirements

Successful completion of the first year of secretarial science at George Brown College.

Court Reporting

2 Semesters

This is an intensive course in reporting skills which will prepare the student for employment in the court reporting field. The course of study, as well as covering many other areas, includes actual experience in the courts working with an experienced court reporter. The Chartered Shorthand Reporters' Association examination can be written on completion of the course.

Career Prospects

Reporters are in great demand in the Supreme and County courts. There is also a wealth of opportunity for employment for those who desire to do free-lance work.

Reporting in this area covers events such as special hearings and conventions.

Job Descriptions

It is the court reporter's responsibility to make a verbatim report of the proceedings of the court.

The importance of accuracy cannot be over-emphasized as the outcome of a trial could be affected by the court reporter's transcript. Those who engage in this profession have to be highly skilled, accurate workers who can take pressure and long hours in their stride.

Admission Requirements

Ontario Secondary School Graduation Diploma, Academic Upgrading Level 4, or equivalent and the successful completion of a recognized legal secretarial science program or related business experience with a shorthand speed (Pitman or machine) of 130 w.p.m. on straight matter for five minutes and 60 w.p.m. in typewriting.

For those without all the necessary pre-requisites a one-year intensive preparatory course is available. Applicants must be prepared to take a test to substantiate the necessary skill speeds prior to registration. An interview is required.

Recommended Background

English and communication skills and a high degree of manual dexterity are strongly recommended.

Apparel Management

4 Semesters plus two optional post-graduate semesters

In the Apparel Management program, work management, apparel machines, garment analysis, fabrics, fashion language and budget controls are studied. The student learns how to apply computers and numerical control for increased productivity, how to plan work stations and delivery schedules, how to train sewing machine operators and the efficient management of a plant. Alternating semesters of in-plant 'co-op' assignments are included in the program.

The post graduate semesters are deisgned to prepare the student to become a production manager in multi-plant companies through a theoretical and practical approach to management problems.

Career Prospects

Graduates may obtain employment in one of over 600 companies in Ontario which manufacture all types of clothing and eventually may become managers in production, sales and administration.

Job Descriptions

Administration — The graduate may work in the development of computer-assisted production and inventory systems or as an assistant to the Marketing Manager in applying "garment analysis" to product improvement.

Sales — The graduate may work as assistant to the Sales Manager in the instruction of sales staff about garment construction and developing systems to chart sales strengths and weaknesses.

Production — The graduate may work as Assistant Plant Manager supervising work flow and production quotas or as Staff Training Officer. Plant layout, time studies, product costing and work simplification are other areas of employment.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with mathematics at the senior level.

Recommended Background

Clothing merchandising or apparel plant experience are decided advantages.

Hotel/Motel Administration

4 Semesters

Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs young men and women who are prepared to meet the challenge it offers.

The Hotel/Motel Administration program gives the student the training to enter this field. Students learn practical skills in the most modern facilities available including fully-equipped bars and food preparation stations, a private licensed dining lounge and a front desk classroom with individual reception desks. Management techniques are learnt with the aid of a computerized model of a hotel operation.

In the well-established co-operative training program second-year students spend two months with the department heads of world-famous Toronto hotels learning under expert supervision what the hotel industry is all about.

Career Prospects

Graduates can look forward to a variety of positions within a hotel such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely-related food service industry.

Job Descriptions

Front Office and Reception — The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

Sales — The salesperson visits local and out of town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing — The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Food and Beverage — The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets — The banquet manager supervises the set up and service of banquets, weddings, receptions, meetings and conventions.

Accounting — The food and beverage controller compiles cost and profit statistics, pricing menus, forecasting business trends and reporting to management on cost-saving measures.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Food Administration

4 Semesters

The food industry is the most rapidly expanding service sector of Canada's economy. By 1980 it will offer more than 79,000 new jobs. Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Food Administration students graduate with thorough training in practical skills and management techniques, using modern facilities which include fully-equipped bars and food preparation stations, a private, licensed dining lounge, and a frozen food laboratory.

The latest innovations in food service management are learnt with a computerized menu planning system as well as banquet catering, beverage control, restaurant accounting, nutrition and personnel management.

The College has co-operative training programs with many of Toronto's top restaurants and catering establishments, so second-year students can spend two months working with managers, learning every aspect of food management on the job.

Career Prospects

Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as a management trainee, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

Job Descriptions

Food Service Supervisor — The Food Service Supervisor is responsible for one of many departments within a food service operation; supervising and training staff, maintaining quality control and proper sanitary procedures as well as an efficient production system.

Management Trainee — The Management Trainee works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager — The Manager is responsible for the complete operation of a restaurant or food service facility, from supervising employees to providing a required monthly profit and maintaining excellent customer relations.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, or Journeyman Chef Certificate with second class honours.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Residential Property Management

4 Semesters

The curriculum of this program was developed by leaders of the property management industry and is intended to prepare candidates for certification in the public and private sectors. Emphasis will be placed on sound business administration, marketing, accounting, law, personnel management and insurance, purchasing and inventory control, security and safety, resident relations, maintenance and housekeeping.

Lectures, case studies and practical on-site assignments will be provided to enable the student to deal effectively with day to day property management problems. This full-time program includes college-supervised work experience under qualified managers.

Graduates are eligible for professional certification by the Housing and Urban Development Association of Canada and the Social Housing Institute.

Career Prospects

Indications are that condominiums and rental housing will form the bulk of available housing in the future, so the need for professional managers will increase.

Job Descriptions

Leasing — The property manager is responsible for the entire leasing program of apartment projects.

Public Relations — The property manager acts as a representative to arbitrate between owner and resident.

Maintenance and Housekeeping — The property manager establishes and maintains long term programs to ensure the continual income flow of the buildings.

Feasibility Studies — The property manager determines how to correct problem areas and to make recommendations before construction begins, sets up and controls rent and collection schedules, and deals with contractors in the inspection and authorizing of contracts.

Management — The property manager is responsible for the efficient, economic and competitive management of rental or condominium homes and must understand and implement company policy.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent. All applicants are interviewed by members of an industry advisory committee.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Applied Dental Arts

In 1975, the Ontario government passed legislation which allows expanded roles for dental auxiliaries in the province. The legislation provides for three levels of auxiliaries: the Dental Assistant (Level I), the Preventive Dental Assistant (Level II), and the Dental Hygienist (Level III).

George Brown College offers programs at Levels II and III.

These programs, through an integrated approach, provide students with courses in the basic dental sciences, as well as training in expanded-duty dental roles.

Preventive Dental Assisting [DE141]

2 Semesters

The Preventive Dental Assistant is trained in the traditional role of dental assisting and in certain expanded functions including oral prophylaxis, the application of anticariogenic agents (for example, fluoride) and radiography.

Career Prospects

Graduates may expect employment in private practice, public health, and hospitals.

Job Descriptions

The Preventive Dental Asistant gives chairside assistance to the dentist and is qualified to polish teeth, apply fluoride and rubber dams, and to take X-rays and preliminary impressions. The assistant may also become involved in oral hygiene instruction.

Admission Requirements

Ontario Secondary School Diploma, or Academic Upgrading Level 4, or equivalent, with credit standing in any two of biology, chemistry and physics at the senior level. Applicants must provide proof of 40 w.p.m. typing speed and have an interview. Candidates should be able to demonstrate manual dexterity skills.

Dental Hygiene [DE142]

2 Semesters

The Ontario Government legislation describes the role of the Dental Hygienist as a restorative dentistry assistant. This dental worker is capable of performing many tasks previously assigned only to a dentist. Included are such activities as oral examination, placement and finishing of dental restorations and some orthodontic procedures.

Job Descriptions

The Dental Hygienist scales and polishes teeth, takes X-rays, applies periodontal packing and surgical dressings and inserts fillings. The hygienist may be involved in dietary analysis, counselling and dental health education.

Admission Requirements

Applicants must be Certified Preventive Dental Assistants, and will be required to write a provincial selection examination and attend a selection interview.

Dental Technician [DE102]

5 Semesters

The Dental Technician makes a major contribution to the practice of dentistry. This dental worker fabricates all the various appliances used by the dentist in the treatment of patients.

The program at George Brown is the only one of its kind in this province. The teaching program is highly project oriented and there is a low student-instructor ratio which allows for much individual instruction throughout the program.

Job Descriptions

Employed by a dental laboratory or dentist, the Dental Technician fabricates from a dentist's prescription orthodontic braces, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouth guards.

Admission Requirements

Ontario Secondary School Graduation Diploma with credit standing in any two of biology, chemistry and physics at the senior level. Applicants must attend a selection interview and take a manual dexterity test.

Denture Therapy [DE106]

5 Semesters

In 1974 the Ontario Government passed legislation to establish a new type of dental health worker — the Denture Therapist. This auxiliary may deal directly with the public in carrying out certain functions which were previously the sole prerogative of the dentist.

Students are trained in the technical areas required to fabricate and insert dentures. Instruction also involves an understanding of the patient and includes such subjects as anatomy, physiology, microbiology, bacteriology and nutrition.

Career Prospects

Denture Therapists may choose to practice in a team with other dental health workers, or establish a private practice.

Job Descriptions

The Denture Therapist may work under supervision in the construction of complete or partial dentures and relining or repairing dentures. In private practice the therapist is restricted to the making of complete upper or lower dentures or complete upper and lower dentures and may reline or repair complete dentures only.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent with credit standing in any two of biology, chemistry and physics. Applicants must have a selection interview and take a manual dexterity test.

Recommended Background

Credits in the sciences beyond the Grade 12 level are recommended.

Orthotic/ Prosthetics [DE110]

4 Semesters

The orthotic prosthetic technician is employed in hospitals, rehabilitation centres and private clinics. He or she, in association with the orthotist prosthetist, makes braces and artificial limbs which are fitted to help rehabilitate disabled patients. Appliances are made of plastics, metal, and leather from plaster casts and drawings.

The student can train for this challenging profession in the two-year technician program. The third year which is optional, combined with two years internship in a certified facility, enables the student to sit for certification by the Canadian Board for Certification of Prosthetists and Orthotists.

This program will appeal to people who are interested in working with people and helping patients in their attempts to overcome their disabilities.

Job Descriptions

Orthotic Technician — The Orthotic Technician makes braces from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

Prosthetic Technician — The Prosthetic Technician makes artificial limbs from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics and leathers.

Diploma Nurse Program

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics and physics at the senior level.

Recommended Background

Machine shop, drafting, and the ability to use hand tools are assets.

The aim of this program is to prepare diploma nurses to practise nursing in the Province of Ontario and to write the Ontario Nurse Registration Examinations.

It extends over two years and consists of 45 weeks of classes and clinical experience plus seven weeks vacation, each year. The curriculum combines both nursing and general education courses. In second year there is one elective — students may choose one of several sociology courses.

Career Opportunities

Graduates are prepared for employment as staff nurses in acute-care hospitals, long-term care institutions and community health services.

On successful completion of the Ontario Nurse Registration Examinations, graduates are entered on the register of the College of Nurses of Ontario and may use the title Registered Nurse.

Post-graduate courses in specialized areas of nursing and community health services are also offered.

The Program

There are eight nursing courses in the program, each consisting of theory and clinical experience. Students get their clinical experience in acute-care hospitals, long-term care institutions and community health services in Metropolitan Toronto.

The focus is on medical-surgical nursing of adults and children, maternity and newborn nursing, and psychiatric nursing. Students must have a minimum of a 'C' grade in each nursing course to successfully complete the program.

Complementing the nursing courses are several general education courses. These are:

Biological sciences — Study of anatomy, physiology and microbiology provides students with knowledge of the human body as well as the characteristics and organization of micro-organisms, and their relationship to people.

Pathophysiology and therapeutic interventions — These courses provide students with knowledge of how interferences with physiological needs alter body equilibrium.

Humanities — These courses explore the philosophical, theological and legal basis for the formation of values and their application to nursing.

Social sciences — Courses on psychology and sociology provide psychological and sociological perspectives on the human condition as it relates to nursing. A course in communications is also included and focuses on the development and use of effective communication techniques in a one-to-one relationship and in group interaction.

Location

The program is offered at five campuses:
Nightingale Campus, 2 Murray Street;
St. Joseph's Hospital Campus, 50 Sunnyside Avenue;
St. Michael's Hospital Campus, 27 Queen Street East;
Toronto General Hospital Campus, 90 Gerrard Street West;
Toronto Western Hospital Campus, 399 Bathurst Street.

Applicants are asked to indicate their choice of campus when they apply. This choice will be honored, if feasible.

Admission Requirements

Applicants should have an Ontario Secondary School Graduation Diploma (grade 12) with a minimum of two credits in science. Physics, chemistry and biology at the senior level (beyond grade 10) are recommended.

A pre-interview questionnaire, initial health questionnaire, work reference where applicable, academic pretest and personal interview are also required.

For more information write the Nursing Admissions Officer, George Brown College, Box 1015, Station B, Toronto, Ontario M5T 2T9 or phone 967-1212.

Community Worker

4 Semesters

The Community Worker program enables people with some experience in community work to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.

The program consists of classroom instruction (mostly seminar style) and field work practice. Emphasis is placed on developing greater understanding and insight based on extensive life experience and on learning by sharing ideas and experiences. Each student is expected to be mature and purposeful and to assume the major responsibility for her or his own learning.

Career Prospects

Graduates receive a Diploma in Community Work and should be able to fill jobs now being created in many traditional public or private agencies, to work directly with community groups, or to create their own jobs.

Job Descriptions

The Community Worker is a generalist who has the background, knowledge and skills, and the flexibility and initiative to work in a variety of community work-related settings: for example, community worker with residents' or tenants' associations, settlement houses and community based organizations; community relations worker in housing, recreation and education; welfare and youth worker; worker on L.I.P., O.F.Y. and L.E.A.P. Projects.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent. Applicants must have proven maturity of judgement.

Recommended Background

Extensive life experience, belief in the involvement of people in decision-making, commitment to social change and previous community involvement are assets. The ability to communicate verbally and in writing is essential.

Child Care Worker

4 Semesters

The objectives of the program are to develop therapeutic skills and abilities in Child Care Workers, enabling them to work creatively with other professionals concerned with the treatment and rehabilitation of children and adolescents with problems. The academic subjects taken in the program are correlated closely with continuous supervised practical experience. The development of self-awareness and emotional maturity is emphasized as well as the ability to understand the degree of one's involvement with people.

Career Prospects

Employment for new graduates is primarily in residential settings such as treatment centres and group homes. Experienced graduates are increasingly employed in working with families, schools, community programs and various specialized programs for emotionally disturbed children and adolescents.

Job Descriptions

A Child Care Worker, in a residential setting, is responsible for meeting the physical, emotional, social, educational and recreational needs of the children or adolescents.

A Child Care Worker is also involved in preparing the children or adolescents for re-entry into the community by working with the family, the school and community programs.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4. or equivalent, with proficiency in English. Volunteer or work experience with older children and/or adolescents. A personal interview is required before acceptance into the program.

Recommended Background

The ability to cope at a post secondary level in written and verbal communications is desired.

Day Care Worker

4 Semesters

This Program parallels Early Childhood Courses with an added specialization in Infant Care and Development. Students are trained to work with children aged six weeks to ten years in nursery and day care settings. Emphasis is placed on the provision of family-oriented day care services through courses dealing with human development, creative expression, programming, the family and administration.

Each semester is divided into blocks of eight weeks. One eight week block is for academic studies; the other is for field placement where students have the opportunity to practise with children of all ages in a variety of settings.

Graduates receive a Day Care Worker Diploma and are eligible, after two years work experience, to apply for certification by the Association for Early Childhood Education of Ontario.

Career Prospects

Day Care Workers may find employment in government and private day care centres and nursery schools. The increasing provision of day care facilities for infants and preschool children by Metropolitan Toronto Social Services Department and by independent provincially accredited organizations indicates that employment prospects are excellent.

Job Descriptions

Day Care Worker graduates may teach in programs for preschool- and school-age children, often in co-operation with parents, and may assist children in daily routines.

They are also qualified to supervise centres, where their duties may include staff hiring, supervising students, counselling families and communication with outside agencies.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent. Applicants are required to complete a questionnaire and have a personal interview.

Recommended Background

Experience of working with infants and young children is desirable, although not essential.

Addiction Counsellor

4 Semesters

This program prepares the student to be a counsellor in the mental health field with a special expertise in problems related to drug and alcohol dependencies and to serve a variety of individuals, agencies and communities.

The original concept of the program was developed by the Addiction Research Foundation of Ontario which, together with other agencies and organizations, continues to give guidance and advice. The program provides academic instruction (3 days per week during the first year and 2 days per week during the second year) in subjects related to human growth and behaviour, mental health, and the treatment of differing forms of addiction.

Part of the academic component of the program is experiential. Through group discussion and field work seminars students have an opportunity to increase self-awareness, to develop their strengths and to gain insight into their limitations.

The field practicum provides at least two opportunities (2 days per week during the first year and 3 days per week during the second year) to practise in a variety of settings therapeutic skills under the instruction and supervision of professional practitioners. The diploma requires a total of 1000 hours of supervised field work.

To ensure that the student learns to integrate academic knowledge with practical applications, members of the program staff provide individual supervision. Progress is discussed regularly with the students. Staff members or students may initiate additional consultations.

Career Prospects

The Addiction Counsellor Diploma is finding increased acceptance by agencies and services in the fields of addiction, mental health and rehabilitation. The demand for graduates continues to be dependent upon new developments and policies in these areas, and, also, upon further specific qualifications. For example, some job opportunities are open to more mature graduates who have had additional educational qualifications and /or related previous work and life experience.

Job Descriptions

Counselling — The Addiction Counsellor is able to assess an addiction problem, to suggest a treatment plan, to make appropriate referrals, and to work with individuals or groups within the community. All of these functions are performed in consultation with and under the supervision of mental health practitioners.

Prevention and Education — The Addiction Counsellor has a special knowledge of the use and abuse of drugs and alcohol. The graduate will be able to contribute to preventive and educational programs, through the teaching of life skills and problem solving techniques.

Community Work and Community Development — The Addiction Counsellor works with others in the community to help bring about social change particularly in the area of the use and abuse of drugs and alcohol.

General Mental Health and Rehabilitation Work — The specialized counselling skills which the graduate acquires can be transferred to many settings in the areas of general mental health and rehabilitation.

Residential Services — The skills and knowledge of the Addiction Counsellor are compatible with the demands of many kinds of residential services. Full responsibility as a staff member in settings for group care for adults and adolescents can be assumed by the counsellor.

Specialized Services — Some graduates have special skills and knowledge acquired during the program through placements in specialized settings or by independent studies. Sometimes this specialization is added to expertise previously acquired through formal education or work experience.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent. A good command of verbal and written English is needed. An admission interview by the program staff is required.

Recommended Background

The course is primarily aimed at the older student with volunteer social service experience, post-high school work or both.

The person able to communicate well and to show empathy is preferred.

Some knowledge of biology and chemistry is desirable.

Fitness Instructor

4 Semesters

Since people are becoming more aware of the importance of physical fitness, the demand for trained people to operate fitness facilities is increasing. The two-year Fitness Instructor Program trains the student to operate fitness facilities offered by private and government agencies and hospitals.

This program places special emphasis on physical testing procedures and the designing of exercise programs according to the individual's requirements. Extensive laboratory work is included.

Career Prospects

Career prospects for the Fitness Instructor cover a wide range including private business, all levels of government, Parks and Recreation Departments and apartment complexes.

Job Descriptions

Fitness Testing — The Fitness Instructor will possess a working knowledge of fitness testing and evaluation of results, and will be capable of exercise programming based on results and individual needs.

Admission Requirements

Ontario Secondary Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Credits in chemistry and/or biology at the senior level are desirable.

Creative Fashion Design

4 Semesters plus 2 optional post-graduate semesters

The Apparel Industry in Canada needs new talent in design and fashion concepts to maintain and increase its export markets and its reputation for quality.

In the Creative Fashion Design program, emphasis is placed on the study of three major areas: design and style pattern; industrial high speed sewing machines, often computer-assisted; fibres and fabrics.

Career Prospects

In Ontario there are over six hundred apparel plants which employ fashion designers, creative assistants, supervisors, consumer advisors, sales representatives and fashion illustrators. There are also career opportunities in retail chain stores.

Job Descriptions

Designer — The designer creates original items of clothing and designs fabrics.

Furriery — The furrier makes, repairs, alters, or cleans fur garments.

Leatherworker — The leatherworker makes and sells leather garments and combinations.

Sales — The designer may work in wholesale commission selling to large department stores or in retail sales.

Buyers — The designer may work as a buyer for wholesale and retail outlets.

Illustrator — The illustrator makes sketches and displays for store windows and newspaper and magazine advertisements.

Fabric Testing and Product Specification — The designer may be employed to test fabrics and to establish specifications for fabric needs.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent plus artistic aptitude, apparel construction skills or a merchandising orientation.

Recommended Background

Credits in Art, Home Economics and Social Sciences are desirable.

Jewellery Arts

4 Semesters

In the Jewellery Arts program, the student learns manufacturing and custom-design techniques by working with jewels and precious metals in one of four areas: goldsmithing, silversmithing, engraving or gem-setting. Learning to visualize the properties of line, form and colour in three-dimensional objects is an integral part of the program.

Career Prospects

The graduate may find employment in jewellery workshops, studios or stores.

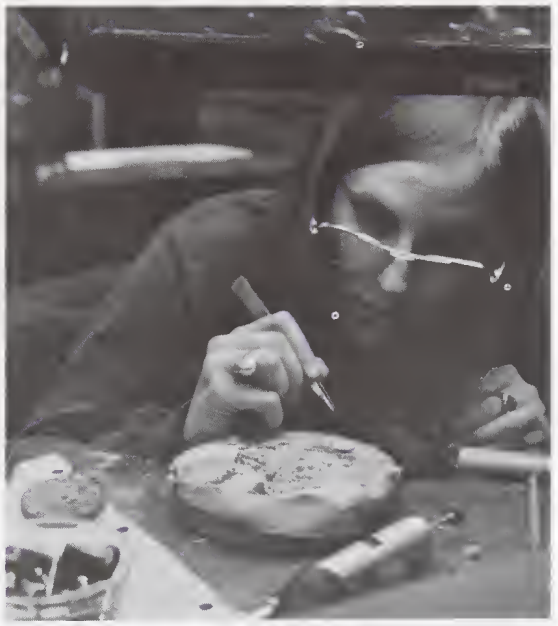
Job Descriptions

Goldsmithing — The goldsmith uses handtools, dies and various industrial processes to make gold ornaments such as rings, brooches, necklaces and earrings.

Silversmithing — The silversmith uses handtools, dies and various industrial processes to fashion silver articles such as teapots, vases and tableware.

Gemsetter — A Gemsetter cuts away excess metal to provide prongs and seats for stones and works the area around the stones to promote the reflection of light from the precious metal into the stone.

Engraver — An engraver cuts monograms, inscriptions, coats-of-arms, crests and ornamental designs on jewellery, silverware and trophies.



Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent. Good eyesight or corrected vision is a prerequisite.

Recommended Background

The jeweller requires a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense.

Jewellery Repairs

2 Semesters

This post-graduate program provides a certificate with specialisation in the repair of all types of jewellery.

Career Prospects

The skilled repairer may have opportunities to establish a business. The additional knowledge of gemmology acquired in the program gives the repairer the opportunity to open an appraisal and information service.

Job Descriptions

The Jewellery Repairer solders broken articles with a torch or soldering iron, replaces missing or damaged parts, enlarges rings and makes alterations.

Admission Requirements

Graduation from a recognized two-year post-secondary Jewellery Arts program, or a mature person from industry who has been recommended by the Canadian Jewellers' Institute. Good eyesight, or corrected vision, is essential.

Furniture Production and Design

4 Semesters

The program concentrates on the three main skills in furniture manufacturing; cabinet making, finishing and upholstering. In the first year the student will study topics such as construction, technical drawing and blueprint reading, design, factory organization and costing. Materials worked include metals, woods and plastics. During the summer the student will work in the industry.

Career Prospects

An understanding of furniture layout, construction and design enables the graduate to step into supervisory, buying or selling positions or to engage in the assessing and restoring of antiques, and manufacturing.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

Recommended Background

Experience in drawing and woodworking would be assets.

Graphic Design Technician

4 Semesters with optional 5th and 6th semesters

The objective of the two-year Graphic Design program is to graduate technicians who can create designs of the highest professional quality, and produce finished art for printing, T.V. commercials and all aspects of advertising.

During the first year, the student is encouraged to improve natural skills, to develop techniques, to research projects, to be creative, and to be aware of the suitability of work for reproduction. In the second year the student is required to assemble under studio conditions a complete portfolio of sample work ranging from design sketches to finished art and printed pieces. Third year students may specialize in an area they wish to pursue upon graduation.

Graduates receive a diploma after the second year and a special certificate is awarded after the third year.

Career Prospects

Metropolitan Toronto is Canada's largest centre for careers in advertising art and graphic design. Graduates find employment in art studios and advertising agencies.

Job Descriptions

Paste-Up and Assembly — Paste-up and assembly involves the assembling of magazines using repro type, photography and drawings, and the assembling of advertisements and package designs.

T.V. Graphics — The T.V. Graphics Designer works in an advertising agency or T.V. station creating presentations and finished art work for use on television.

Photographic Designer — The Photographic Designer creates layouts using black and white photographs, in the advertising agencies.

Advertising Design — The Advertising Designer specializes in the visual effect of advertising layouts in magazines and newspapers.

Corporate Design — The Corporate Designer produces the original design and finished art work for a symbol that will be used by a company on its stationery, equipment, vehicles and advertising.

Package Design — The Package Designer creates appropriate packaging for various products, usually through printing companies or advertising agencies.

Illustration — The illustrator does drawings in magazines and newspapers, and may do freelance illustrations for advertising.

Studio Graphics — The designer may work in an advertising agency or in the public relations department of a large corporation creating folders, brochures, annual reports and calendars.

Admission Requirements

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent. All applicants must submit a portfolio of five to ten samples and pass an art test.

Recommended Background

Credits in art from secondary school or previous training in industry or art college are desirable.

Index

Accounting 26
Acoustics Technician 18
Addiction Counsellor 44
Air Conditioning Technician 5
Apparel Management 33
Business Administration 28
Business General 27
Child Care Worker 43
Civil Engineering Technician 5
Community Worker 42
Construction Technician 6
Court Reporting 32
Creative Fashion Design 47
Day Care Worker 44
Dental Hygiene 38
Dental Technician 38
Denture Therapy 39
Diploma Nursing Program 40
Drafting Technician/Architectural 7
Drafting Technician/General 8
Drafting Technician/Mechanical Services 8
Drafting Technician/Structural 9
Electrical Design Technician 22
Electrical Technician/Technologist 21
Electronic Data Processing 26
Electronics Technician 19
Electronics Technologist 20
Fitness Instructor 45
Food Administration 34
Furniture Production & Design 49
Graphic Arts (Printing) Technician 24
Graphic Design Technician 49
Hotel/Motel Administration 33
Industrial Instrumentation Technician 22
Industrial Instrumentation Technologist 23
Jewellery Arts 48
Jewellery Repairs 48
Marketing 27
Materials Handling 11
Mechanical Drafting Design Tecnician 10
Mechanical Engineering Drafting 10
Orthotic/Prosthetics 39
Physical Distribution 28
Preventive Dental Assistant 38
Process Piping Design Technician 12
Residential Property Management 35
Sales 29
Secretarial Science (General Executive) 31
Secretarial Science (Legal) 31
Secretarial Science (Medical) 32
Surveying 12
Tool Design Technician 14
Toolmaking Technician 14
Watchmaking 15
Welding Specialist 17

Program and Campus Locations

Casa Loma Campus

Air Conditioning Technician
Civil Engineering Technician
Construction Technician
Dental Hygienist
Dental Technician
Denture Therapy
Drafting Technician/Architectural
Drafting Technician/General
Drafting Technician/Mechanical Services
Drafting Technician/Structural
Electrical Design Technician
Electrical Technician/Technologist
Fitness Instructor
Jewellery Arts
Jewellery Repairs
Materials Handling
Mechanical Drafting Design Technician
Mechanical Engineering Drafting
Orthotic/Prosthetics
Preventive Dental Assistant
Process Piping Design Technician
Surveying
Tool Design Technician
Toolmaking Technician
Watchmaking
Welding Specialist

Kensington Campus

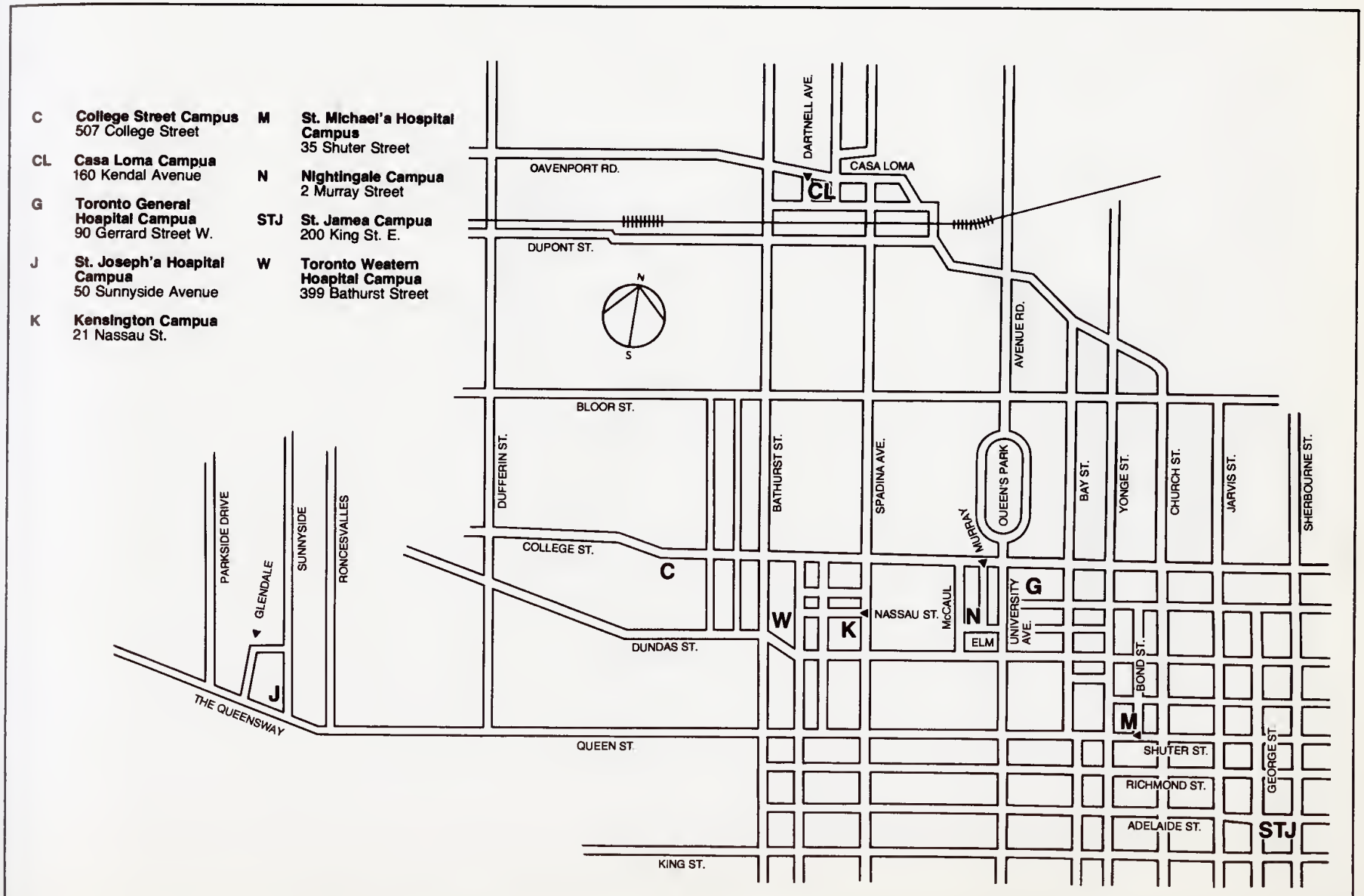
Addiction Counsellor
Apparel Management
Child Care Worker
Community Worker
Creative Fashion Design
Day Care Worker
Food Administration
Furniture Production & Design
Hotel/Motel Administration
Industrial Instrumentation Technologist
Residential Property Management

St. James Campus

Accounting
Acoustics Technician
Business Administration
Business General
Court Reporting
Electronic Data Processing
Electronics Technician
Electronics Technologist
Graphic Arts (Printing) Technician
Graphic Design Technician
Marketing
Physical Distribution
Sales
Secretarial Science (General Executive)
Secretarial Science (Legal)
Secretarial Science (Medical)

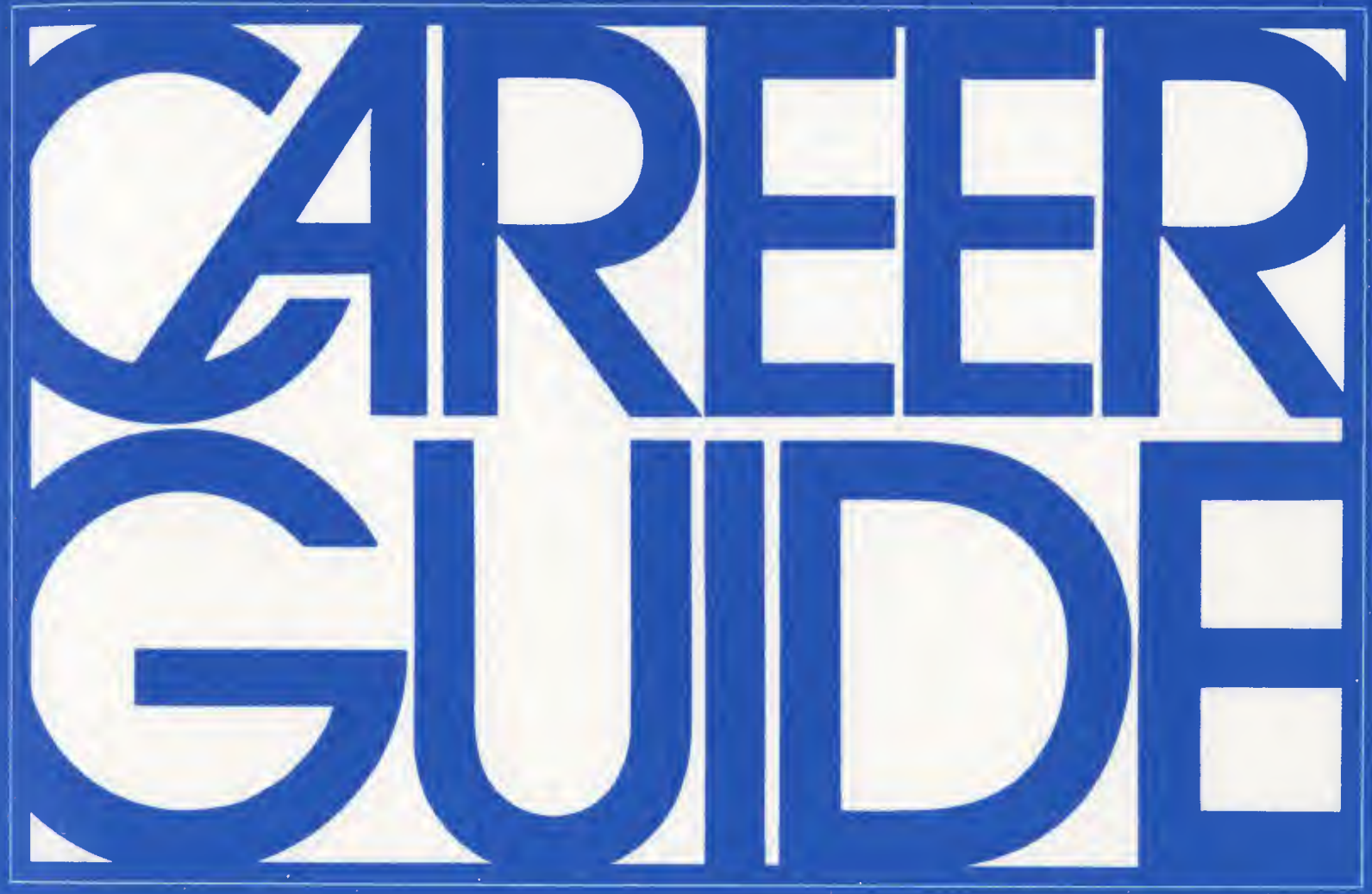
Diploma Nursing Program

Nightingale Campus
St. Joseph's Campus
St. Michael's Campus
Toronto General Campus
Toronto Western Campus


C College Street Campus 507 College Street
CL Casa Loma Campus 160 Kendal Avenue
G Toronto General Hoapital Campua 90 Gerrard Street W.
J St. Joseph'a Hoapital Campua 50 Sunnyside Avenue
K Kensington Campua 21 Nassau St.
M St. Michael'a Hospital Campus 35 Shuter Street
N Nightingale Campua 2 Murray Street
STJ St. Jamea Campua 200 King St. E.
W Toronto Western Hoapital Campua 399 Bathurst Street
DARTNELL AVE.
OAVENPORT RD.
CASA LOMA
CL
DUPONT ST.
N
S
AVENUE RD.
BLOOR ST.
DUFFERIN ST.
BATHURST ST.
SPADINA AVE.
MURRAY
QUEEN'S PARK
BAY ST.
YONGE ST.
CHURCH ST.
JARVIS ST.
SHERBOURNE ST.
PARKSIDE DRIVE
GLENDALE
SUNNYSIDE
RONCESVALLES
COLLEGE ST.
C
W
K
NASSAU ST.
McCAUL
N
ELM
UNIVERSITY AVE.
G
DUNDAS ST.
BOND ST.
M
J
THE QUEENSWAY
QUEEN ST.
SHUTER ST.
RICHMOND ST.
GEORGE ST
ADELAIDE ST.
STJ
KING ST.

Career Guide 1977/78

The George Brown College
of Applied Arts and Technology



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Located in the heart of the City of Toronto, George Brown College was established to serve the needs of the area. It was founded in 1968 as part of the Ontario Government's plan to extend the availability of post-secondary education to a larger number of students graduating from secondary schools.

Initially, the College was formed by the amalgamation of two trade institutes, the Provincial Institute of Trades (P.I.T.) and the Provincial Institute of Trades and Occupations (P.I.T.O.). A year later, the Adult Education Centres operated by the Toronto Board of Education were transferred into the College. This move extended the scope of the training and education offered by the College to programs ranging from the training of technicians, technologists and trade apprentices to the teaching of basic literacy skills for adults. Further expansion in 1973 saw the incorporation of five of the City's nursing schools into the College.

The composition of the student population reflects the diversity of the programs offered. Approximately half of the students come from the Toronto area: some unique programs attract students from other parts of Ontario, Canada and the World.

After many years of moving in and out of temporary premises and the construction of new buildings the College has now settled into nine campuses; all, except one, are located in the Inner City.

GEORGE BROWN COLLEGE

Published by the Student Services Division Nov. 1976

Admission Procedures

Secondary school students intending to enter the George Brown College are advised to consult, during the fall term, with a guidance counsellor, who will supply information and application forms.

Application forms must be accompanied by ONE of the following documents:

i) An official transcript of all secondary school marks, showing the necessary credits and grades for admission to the desired program.

OR

ii) A statement from the secondary school principal stating that the applicant is expected to obtain the necessary credits and grades for admission to the desired program; this statement must be substantiated by an official transcript of marks, when it becomes available.

The general public may obtain information and application forms by writing to the George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9, or by telephoning 967-1212 and asking for "Information".

Mature Students

Persons nineteen years of age or older, who do not have the stated admission qualifications but who appear to possess the capacity and maturity to succeed are eligible to apply. This category is not open to overseas students.

Admission Requirements

The basic admission requirement to post-secondary programs is Ontario high school graduation (27 credits) or equivalent; certain programs, however, require personal interviews or advanced standing in specific subjects or demonstration of special talents.

When there are more applicants than places in programs of restricted enrolment, the basis of selection is a careful appraisal of all applicants holding the published minimum requirements, together with consideration of relevant experience and other personal and intellectual factors likely to ensure success in the program and subsequently, in their careers.

Priority of Admissions

Students will be admitted in the following order of preference:

1. Permanent residents of Ontario
2. Permanent residents of other Canadian provinces
3. Overseas students from Commonwealth countries
4. Students from other foreign countries

Students from Foreign Countries

Students other than Canadian citizens and landed immigrants are not eligible for apprenticeship programs or Ontario Manpower Retraining Programs. (Grade 10 or less entry.)

Students from foreign countries are eligible for post-secondary programs, provided they can demonstrate an academic standing equivalent to Ontario high school graduation, establish proficiency in both spoken and written English, fulfil any selective admissio criteria for the program for which application being made, and obtain permission from the Canadian immigration authorities to remain i the country for the length of the program.

Decision on Admissions

Applications are assessed by Board of Admissions, which is empowered to accept, defer, or reject any candidate's application fo admission to any program. The George Brown College reserves the right to cancel a course, when enrolment is insufficient, or employme opportunities appear inadequate.

*Fees

i) Post-Secondary Programs

The basic fee for a program is $370. per yea

Confirmation fee	$ 50.0
First semester	
Balance of tuition fee	$140.0
Laboratory/Equipment fee	15.0
Student activity fee	20.0
	$175.0
Second semester	
Tuition fee	$145.0
Laboratory/Equipment fee	15.0
Student activity fee	15.0
	$175.0

The Confirmation fee of $50., which includes a $10. registration fee, must be paid within three weeks after notice of acceptance to guarantee a place in the program; it is not refundable, but is credited as a portion of the total fees. The balance of the first semester tuition fee must be paid at the time of registration; the second semester fee must be paid in full before the end of the first semester.

Applicants from foreign countries must pay total fees of $825.00 which must be paid in full no later than two months before registration date, i.e. by July 1 for September registration and by November 1 for January registration.

The cost of textbooks, instruments and supplies is additional to the tuition fee and varies, according to the program, from $40 to $100. Students are invited to use the facilities of the campus bookstore.

Cheques and money orders for fees should be made out to the George Brown College.

* The above fees were in effect at the time of publication; they are subject to change at any time without notice.

Financial Assistance

Applicants for admission to a post-secondary program, who are Canadian Citizens or landed immigrants having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan.

Further information and application forms for student financial assistance are available at all secondary schools and the Student Services Office of the George Brown College, telephone 967-1212.

Services

- ACCOMMODATION information is available by dialling (416) 967-1212. Although residence accommodation is not provided by the College, there is no shortage of boarding and rooming facilities in Toronto; rates vary from $38 to $40 per week for room and board.

  Residences for student nurses are operated on each nursing campus, but are not under the jurisdiction of George Brown College. Further information on the types of facilities available may be obtained from the director at each campus.

- COUNSELLING SERVICES are available on each campus to provide educational, vocational, and personal counselling.

- HEALTH CENTRES are staffed by Public Health Nurses, with a physician available for consultation on an appointment basis; services include individual health counselling, health education programs and emergency care in the case of accident or illness.

- LIBRARIES providing for study needs and leisure reading, operate on each campus.

- OHIP (Ontario Hospital Insurance Plan) coverage is the responsibility of each student; information is available at each Campus Health Centre.

- PLACEMENT ASSISTANCE is provided to all students by Divisional Faculty and Staff. The Placement Office provides career planning and employment search information and maintains contact with potential employers on behalf of graduates.

  Students are advised of permanent, part-time and summer employment opportunities.

- TRANSPORTATION on the GO trains is available at reduced rates for students in full-time attendance for more than 12 consecutive weeks; further information may be obtained by telephoning (416) 248-3112.

- ATHLETIC activities are co-ordinated from the office at the Casa Loma Campus gymnasium. Information about the programs can be obtained by telephoning 967-1212 ext. 431.

The
George Brown College
of Applied Arts
and Technology
Casa Loma Campus

Programs offered at Casa Loma Campus:

Construction and Industrial Technology

Air Conditioning Technician 5
Civil Engineering Technician 5
Construction Technician 6
Drafting Technician — Architectural 7
Drafting Technician — General 8
Drafting Technician — Mechanical Services 8
Drafting Technician — Structural 9
Mechanical Drafting Design Technician 10
Mechanical Engineering Drafting 10
Process Piping Design Technician 11
Surveying 12
Tool and Die Design Technician 12
Toolmaking Technician 13
Welding Specialist 15

Electrical Technology

Electrical Design Technician 16
Electrical Technician/Technologist 17

Fashion Technology

Jewellery Arts 17
Jewellery Repairs 18
Watchmaking 18

Health Services

Certified Dental Assisting 19
Dental Hygiene 20
Dental Hygiene — Expanded Function 21
Dental Technician 21
Denture Therapy 21
Orthotic/Prosthetics 22
Fitness Instructor 23

Air Conditioning Technician

4 Semesters

During the last decade air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.

The student will gain a very broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. Well equipped laboratories are provided to reinforce the practical aspects of the subject matter.

Graduates have the academic qualification for certification at the Senior Engineering Technician level by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate can expect to find employment in the Air Conditioning Industry in occupations such as system designing, drafting, sales promotion, job estimating, contract supervising and system balancing.

Job Descriptions

System Design — The designer works with a professional engineer in calculating heat loads, in sizing piping and other equipment, in planning site layouts and in preparing drawings.

Sales Promotion — The sales promoter prepares estimates and drawings so that competitive quotations may be given, and gives technical support to sales staff in answering engineering queries.

System Balancing — The technician plans and recommends or carries out adjustment to air velocities, quantities and other operations necessary for correct system distribution of conditioned air.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Civil Engineering Technician

4 Semesters

The two-year Civil Engineering Program prepares the student to seek a career in the design, planning or construction of civil engineering projects.

During the instruction periods, particularly in the technical subjects the instructors use the project approach to reinforce the theoretical and practical aspects of engineering. This method utilizing well-equipped laboratories for the testing and control of the major construction materials helps to familiarize the student with industry's approach to the subject area.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate civil engineering technician may find employment in structural engineering, municipal, governmental and general contracting offices and could work either in the field or in the office as a member of the engineering team.

Job Descriptions

Engineering Site Surveying — By having a good working knowledge of survey instruments and the computations involved, the technician can do layout work on buildings, roads, sewers and other amenities, establishing and maintaining grades and levels during the construction process.

Structural Engineering — The technician will be involved in the design and drawing of structural projects in concrete and steel and

could also work in the field as a site inspector responsible for the quality of construction.

Municipal Engineering — Sound knowledge of roads, sewers, layout and design will enable the technician to seek a career with municipal and provincial governments or private engineering firms engaged in the planning and development of subdivisions, either as a draftsperson or as a project site supervisor.

Engineering Estimating — The ability to estimate and price the quantities of building materials being used on Civil Engineering projects is an essential pre-requisite in this competitive market. The technician can find employment as an estimator with both private and governmental estimating departments.

Building Materials Testing — There are testing laboratories in both the private and government divisions that specialize in the testing of building materials, in order to maintain the high standard of quality materials so necessary for heavy construction. The technician may find employment in the testing laboratory or in the field as a quality control inspector.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in Physics, Drafting and Surveying would be useful as background.

Construction Technician

4 Semesters

The two-year Construction Technician program prepares the student to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well equipped laboratories are available for the testing and quality control of various construction materials and components.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or sub-contractors office or in a firm specializing in other forms of construction management, such as quantity surveying or in sales. Government offices engaged in public utilities work are other fields for employment.

Job Descriptions

Material Testing — The technician is capable of field or laboratory testing and quality control of various construction materials or components in accordance with the standards established by the Canadian Standards Association (CSA).

Drawings and Specifications — The technician's skills in drafting, sketching, report writing, interpretation of architectural and engineering drawings and technical specifications as related to the architectural, structural and other sub contract areas, assist in efficient performance in the various related construction areas.

Building Codes — The interpretation of building codes and by-laws, a knowledge of theoretical, practical and accepted building practices and methods enables the construction technician to be a Municipal Building Inspector.

Site Engineering Control — Using knowledge of levels and transits, the technician is equipped to work on the preliminary layout on building sites, establishing and maintaining grades and levels during the construction process, and assist project managers, engineers or superintendents in the day by day management of a construction project.

Scheduling — A working knowledge of various scheduling systems (e.g. bar charts, Critical Path Method) enables the technician to be effectively involved in the preparation and control of scheduling systems including the scheduling and expediting of labour, materials and sub contracts.

Quantity Surveying — A Quantity Surveyor is a member of the Construction team primarily concerned with cost. By measuring the quantity of labour and material needed for a particular building an accurate estimate can be prepared which will form the basis of the 'bid' or 'tender' on which a building contract is based.

Drafting Technician Architectural

4 Semesters

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in physics, drafting and bookkeeping would be useful as background.

The architectural drafting technician is one of a team of technical personnel involved in the Construction Industry. Graduates of this two-year program play a significant role as detail draftspersons, field supervisors, sales consultants and expeditors in architectural, engineering and fabrication firms, government and municipal offices.

Office atmosphere is simulated by grouping students and using actual building projects from industry. Job site visits, guest speakers, specifications, mechanical and electrical information are arranged to give the student a complete understanding of an actual "living" project.

Job Descriptions

Architectural Drafting — The technician is able to produce a set of architectural working drawings, to coordinate mechanical, structural and electrical with architectural drawings and specifications.

Architectural Presentation and Design — A competent draftsperson is able to assist in the preparation of plans and design drawings for presentation purposes, is familiar with lettering and titling and is capable in the measurement and survey work of existing buildings and sites.

Building Materials — A thorough knowledge of building materials and how they are used in construction makes the technician able to work as an estimator or salesperson in a manufacturing company.

Methods of Construction — A clear understanding of how a building is assembled, and why, is needed before it can be drawn accurately. Technicians with this knowledge have found employment with developers and construction firms.

Engineering — The broad scope of architecture must include a study of structures and mechanical systems within the building envelope. This would include theory as well as practical applications which could lead to employment within these related fields.

Building Codes and Specifications — The use and interpretation of the building codes and specifications as used in the classroom case study of an actual building project is invaluable in finding employment in government, architectural, engineering or construction offices.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Drafting Technician General

4 Semesters

The objective of the program is to prepare the student for employment in one of a variety of drafting fields by teaching the related theory of construction, manufacturing and accepted practice as well as developing drafting skill. Architectural, Mechanical Services, Survey and Structural Drafting are taught.

The drafting classes are conducted as a drawing office. Projects are developed from simple basic forms by applying knowledge gained from lecture and demonstration. The student progresses to more complex working drawings combined with continued practise of drawing skill and added knowledge.

Career Prospects

Graduates may obtain employment in architectural, civil, survey, or mechanical engineering offices, as well as municipal and provincial offices and the manufacturing and construction industries.

Job Descriptions

Architectural Drafting — The draftsperson prepares working drawings from the architect's design sketches for the layout, construction and aesthetic appearance of residential, commercial, industrial and institutional buildings.

Mechanical Services Drafting — The draftsperson prepares working drawings for the mechanical services of buildings, including plumbing, drainage, heating, refrigeration and air conditioning, and component parts.

Positions may be attained with engineering firms in each or all of these fields and with manufacturers of component parts for the various systems.

Civil Drafting — The draftsperson prepares working drawings for structural steel and reinforced structures.

Many sources of employment are available, such as structural engineering firms, and structural steel and reinforcing fabricators.

Survey Drafting — The draftsperson prepares drawings from field notes for site plans and legal surveys. Employment would be found with land surveyors, municipal and appraisal offices.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Drafting Technician– Mechanical Services

4 Semesters

During the past decade or so the importance of mechanical services in the Construction Industry has increased greatly. It is safe to say that a major portion of construction costs are in the mechanical systems of buildings. These include air conditioning, electrical, heating, plumbing, sheet metal and other systems.

More and more, there is a need for skilled personnel to prepare working drawings detailing the various systems as they relate to the overall requirements of a building.

This two-year mechanical services drafting program teaches the student how a modern building operates and how to make preliminary selections of necessary equipment. The graphic layout of all mechanical services is covered thoroughly.

In order to familiarize the student with the various systems and to provide reinforcement in instruction while on course, the student can see many of the services exposed to view in the College, which is designed on the "open" concept. Also, within the College, visits can be made to the various well-equipped trades and service areas which relate to mechanical systems. Field visits to construction sites are made when possible to enable students to observe accepted installation practices.

Career Prospects

Since there is a demand for "total comfort" combined with energy conservation in buildings, graduates find positions in Government, Municipal, Architects', Consultants', Manufacturers', Mechanical Contractors' and Sales Offices.

Job Descriptions

The graduate of this program may commence employment at a technician level as a draftsperson with a Consulting Engineer in Heating, Ventilating and Air-conditioning or as a detailer and junior designer in the plumbing and drainage design department. Other employment opportunities are available in the designing of refrigeration, piping and sprinkler systems as draftspersons, estimators or sales personnel.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in physics and drafting would be useful as background.

Drafting Technician Structural

4 Semesters

The expansion of the construction industry into high-rise development has meant great demands in structural engineering, resulting in excellent job opportunities in this field. The curriculum of this program has been developed so that the students will have a sound knowledge of the fundamental principles of structural mechanics, an understanding of the behaviour of structural members and an appreciation of their relationship to the total building.

Mathematics and Science are the basis for problem solving in structural engineering and are taught as applied subjects directly related to the structural field. Project drawings are a major part of the students' assignments which are graphic representations of the engineering design drawn to a high standard of draftsmanship.

Career Prospects

Careers in almost all areas associated with the construction engineering fields including government offices and private engineering companies, fabricators and consultants are open to graduates with a knowledge of structures.

Job Descriptions

Structural Engineering — Steel — The technician prepares engineering drawings for industrial and commercial buildings showing details, standard beam and column connections and schedules according to engineering design and specifications.

Structural Engineering — Concrete — The technician prepares engineering drawings for large construction projects showing sizes and placement of re-inforcing bars by plan, section and schedule.

Steel Fabrication Shop Drafting — To work as a detail draftsperson in the preparation of shop drawings for the fabrication of structural steel members.

Precast Concrete Shop Drafting — Precast and prestressed concrete companies require technicians to assist in design and detail of shop drawings for precast concrete beams, columns, and slabs.

Installation and Erection Supervision — With the knowledge of structures and site engineering, a technician can work as an engineer's assistant to supervise the alignment and erection of structural members.

Structural Draftsman — Using the knowledge obtained in structural design and detailing, a technician may find a career in the structural departments of various government offices drawing plans and details of dams, bridges or tunnels.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in Physics and Drafting would be useful.

Mechanical Drafting Design Technician

4 Semesters

This program has been developed to prepare the student for a career in a wide range of drafting and design areas.

The theoretical and practical aspects of the subject matter are applied to the drawing and design of projects in a modern drafting room, using up-to-date equipment which simulates an actual industrial engineering office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Drawings and Specifications — The technician's training provides the background and the skills to develop layout drawings, expand basic design sketches, to make appropriate working drawings, and to list the necessary specifications and materials for the satisfactory manufacture and performance of a component or assembly.

Computer Information Systems — The knowledge of mechanical systems, mechanisms, and components, enables the technician to assemble data for automatic information systems.

Technical Sales — The ability to read and interpret engineering data and drawings, allows the technician to pursue a variety of engineering related fields, such as customer service, engineering sales, production control, and technical assistant in purchasing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and physics are desirable.

Mechanical Engineering Drafting

2 Semesters

This one year program has been designed to provide a concentrated course in Mechanical Drafting and related areas, with the emphasis on practical application.

Instruction takes place in modern classrooms and drafting rooms, and the up-to-date equipment used is consistent with that found in present day engineering offices. Classroom approach duplicates actual industrial drawing office procedures in the handling of assignments and projects.

Graduates receive a certificate on successful completion of the program.

Job Descriptions

Draftsperson — Preparing working drawings in a variety of fields including machine drawing, materials handling, process piping and mechanical drafting, the graduate will work as a detail draftsperson under the supervision of a senior draftsperson, as part of the engineering design team comprising draftsperson, designers, engineers and technicans.

After gaining practical experience in a drawing office many graduates move to other jobs which are closely related to that of the draftsperson. Some of these are:

Technical Sales — Since the draftsperson has a sound knowledge of the company and its products he or she may, if he or she is sales oriented and likes meeting people, move to a sales position.

Quality Control — This involves working with the drawings and specifications produced in a company's engineering department and ensuring that the manufactured parts are correctly made and conform to specifications.

Customer Liaison — The experienced draftsperson who is familiar with the company's products may find working with the company's customers an interesting job. Many items of detail design and changes must be discussed with customers during the development of major contracts. This information is then relayed to the other members of the engineering design team.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Interest in mechanical engineering and aptitude for drawing with previous experience in drafting, machine shop and other metal working would be useful.

Process Piping Design Technician

4 Semesters

The process piping design technician is generally employed by consulting engineers, public utilities and the petro/chemical industry. He or she is a member of the engineering design team responsible for the design, layout, detailed working drawings and installation of automated industrial plants. These include oil refineries; breweries; power generating, water processing and food and drug plants.

The program is conducted in a modern drafting room which simulates an industrial engineering office. The student learns to apply the theoretical and practical aspects of the instruction by working on projects.

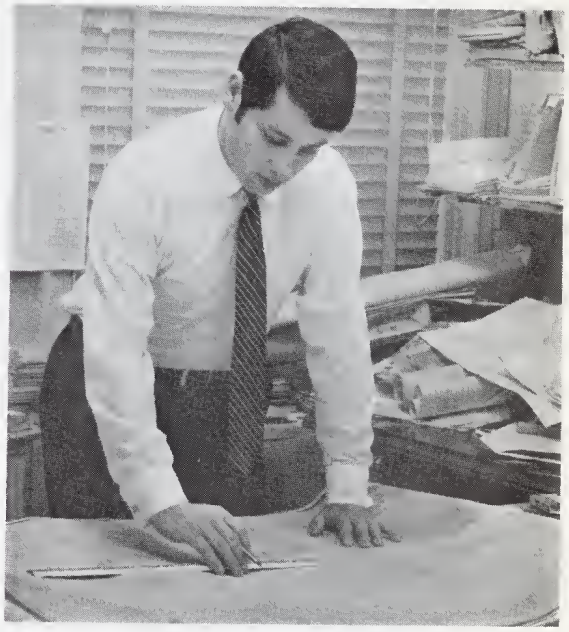
Graduates are eligible to apply to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

In recent years there has been a rapid increase in the demand for process piping draftsmen and designers and, as a result, this has become one of the best paid areas of engineering. Design technicians can progress with practical experience to designers and senior job captains or site supervisors and plant maintenance.

Job Descriptions

Piping Drafting — Using knowledge of pipe, pipe fittings, valves, and various pipe fabricating techniques, and a highly developed ability to visualize and represent on drawings the spatial requirements of pipes and equipment, the technician assists project



engineers in the design, layout and arrangement of plant installations.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and physics would be an asset.

Surveying

Surveying is the science of measuring and recording the geometrical and physical features of our environment.

Young men and women can find challenging careers in this area whether it is doing exploration surveys, laying out new subdivisions or compiling information and calculations into a finished plan for urban study.

The College offers three programs in surveying: Survey Technologist (6 semesters completed in two years), Survey Technician (4 semesters) and Survey Assistant (2 semesters). Graduates from all three programs are eligible for certification at the appropriate level by the Association of Certified Survey Technicians and Technologists of Ontario.

Job Descriptions

The occupational functions of the surveyor vary widely. In a technical capacity progress may be made from the relatively simple tasks given the recent graduate to complex technical responsibilities where the exercise of judgement is required and where responsible decisions are essential.

Because managerial or supervisory potential depends more on the individual's initiative and capability rather than amount of education, the jobs listed below may be filled by a person from any of the three categories. However, it is reasonable to assume that the more highly qualified the person is the more likely he or she is to rise to the top. Consequently the graduate in any course could expect to find a job description to fit some of the following:

Field positions such as chainman/woman, rodman/woman, instrumentman/woman, party chief or supervisor.

Office Positions — draftsperson, computer, title searcher, supervisor or office manager under the general direction of an Ontario Land Surveyor or Engineer in the following fields: laying out new property divisions and buildings; retracing old property boundaries; planning new subdivisons; route location for highways, pipe-lines and utilities; preparing maps and drawings prior to engineering design; providing control for construction projects; determining quantities and positions in mining and construction; organization of earth resources; mapping land divisions; determining depths and positions in marine applications; determining whether the law fits the physical facts.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent. Applicants for the technologist program should have a high standing in mathematics in years 3 and 4 at, or above, the general level.

Recommended Background

Credits in physics, drafting and surveying are desirable.

Tool and Die Design Technician

4 Semesters

The tool and die design technician works in the drawing and design offices of manufacturing companies. The tool designer helps decide the various ways products are to be manufactured, develops the manufacturing sequence and

decides what tooling is needed to make each part, and creates the designs for special tools such as jigs, fixtures and dies which play a vital role in modern manufacturing practice.

This two year program is divided into four semesters which cover the theoretical and practical aspects of tool design. The student will be stationed at one of the design tables in our design office. This practical approach is the same as would be encountered in industry. The well equipped design office and library, give the student a realistic environment in which to develop skills. An up-to-date machine shop is available to test the practicality of designs developed in the design office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

Graduates may be employed in various manufacturing industries such as automotive and aeronautical, consulting engineering firms and specialized tooling companies in their tool design offices. Other career opportunities may be available in technical sales, manufacturing engineering and production expediting.

Job Descriptions

Tool Designer — The technician is capable of working in a drawing office. The work area could encompass jig and fixture design, die design, and special machine design, as part of the design team with designers, engineers and production personnel.

Technical Salesman — Knowledge of machine tools, types of steel, methods of production and tool design enables the technician to be sales representative for an industrial company.

Estimator-Planner — This position involves working with production personnel to determine the exact production procedures, location of production facilities, and cost of manufacture.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and machine shop practice would be advantageous.

Toolmaking Technician

4 Semesters

Graduates of the two-year Toolmaking Technician program can look forward to a career in the modern production process, one that demands skill, application, accuracy and cost-consciousness.

Instruction combines theoretical and practical training in toolmaking and related subjects in well-equipped machine shops and laboratories.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Toolmaking — Toolmaking involves planning, design, layout and fabrication of tools such as jigs, fixtures and gauges, using standard toolroom equipment.

Diemaking — Diemaking involves cost conscious design and fabrication of the following types of dies; blank, pierce, progressive, draw and cutoff.

Mouldmaking — Mouldmaking involves the fabrication and tryout of extrusion dies and injection mould inserts, as applied to the Plastics Industry.

Numerical Control — Numerical control involves manual and computer programming, Numerical Control Machine setup and operation.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in machine shop are desirable.

Welding Specialist

2 Semesters

This program combines practical instruction in well equipped shops and laboratories with complementary coverage of theory and selected related areas required for a wide range of welding-related occupations. Emphasis is placed on the selection, operation, trouble shooting and industrial application of manual, semi-automatic, and fully automatic welding equipment. A successful graduate will have a sound background in weld inspection, quality control, production procedures and metallurgical principles along with a variety of manipulative welding skills.

Career Prospects

As the Welding Industry continues to make use of a greater variety of sophisticated equipment and processes, the need for personnel trained in its selection, use, and maintenance is rapidly expanding.

Job Descriptions

Manufacturing — The Welding Specialist possesses the manipulative skills necessary for working as a welder in a great many industries. Many graduates prefer to gain practical industrial experience in this manner before proceeding to a position at the technicial level.

The Welding Specialist graduate is also competent to enter positions in industry which involve quality control and weld inspection, development of procedures, maintenance and trouble-shooting of semi- and fully-automatic equipment.

Weld Inspection — The Welding Specialist has received instruction which will permit entry to the field of weld inspection, either for a company specializing in this service, or for an organization which maintains its own weld inspection division.

Sales — Welding equipment manufacturers and distributors are continually looking for sales personnel who possess a good background knowledge of all types of welding equipment, so that intelligent recommendations can be made to prospective customers.

Technical Service — The installation of complex equipment is usually supervised by a Technical Consultant employed by a manufacturer or distributor. This consultant may also be required to trouble-shoot any problems relating to the equipment and supervise personnel in its operation.

Teaching — Many graduates of our welding programs have entered the teaching profession following a number of years of industrial experience. Because of the extensive practical and theoretical coverage, the Welding Specialist graduate is particularly well equipped for this profession.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent, with one of the following:—

1) specialization in welding in a secondary school
2) successful completion of a Welding Fitter Program in a College of Applied Arts and Technology
3) approved industrial experience

Recommended Background

Credits in mathematics at the senior level are a desirable asset.

Electrical Design Technician

4 Semesters

Electrical design technicians work as electrical draftsmen, designers and estimators with engineering consultants, electrical utilities, electrical manufacturers and electrical contractors.

The Electrical Design Technician program is the same as the Electrical Technician program for the first three semesters (47 weeks) and then concentrates on the area of specialization for the final semester (17 weeks).

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Building systems Design — The graduate is capable of working in an electrical design office of consulting engineers or architects in the design and production of electrical designs and layouts for residential, commercial, and industrial buildings.

Lighting Layouts and Calculations — A graduate electrical design technician may be employed by a lighting fixture company as a salesperson, a designer of lighting fixtures, or as a designer of lighting installations.

Specifications and Estimating — The graduate would be able to write the specifications for an electrical installation and develop an estimate of the cost of such an installation.

Public Utilities — A graduate may be employed by an electrical public utility in the design of sub-stations, transmission lines, and distribution systems for electrical energy.

Supervision — A graduate may assume the duties of a job supervisor and direct the electrical installation to conform to the plans and specifications of the architect and client.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, electricity, and electronics would be useful as background.

Electrical Technician/ Technologist

Electrical technicians both men and women work in many diverse occupations: as electrical maintenance technicans in industries using machinery controlled by complex electronic circuitry; as test technicians in plants manufacturing electrical equipment (motors, generators, circuit breakers, transformers, etc.); as service technicians for electrical manufacturers; as sales representatives for electrical manufacturers; as sales representatives for electrical equipment suppliers; as construction or maintenance electricians (after a period of apprenticeship); as electrical drafting technicians and designers for electrical utilities, manufacturers and consultants.

George Brown's Electrical Technician program requires 32 weeks of training a year, for two years. Subjects covered include electrical fundamentals, d-c and a-c machines, industrial electronic controls, electrical drafting and related academic subjects.

For the Technology program, two more semesters are added. The program combines both lectures, laboratory, and computer work which is aimed toward making the student able to work on his own with the guidance of his instructors, so that by the time he is ready to graduate he is capable of working independently.

Graduates from the Technology program may become designers in a shorter time than technicians and using their design skills they may progress to management positions.

Graduates will have the academic qualifications for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Processing Industries — Technicians and technologists work as designers and draftspersons in industries such as oil refining where complex processes are monitored and controlled by electrical and electronic devices. Others are employed in maintenance to keep the production output within acceptable limits.

Consultants — Technicians and technologists are employed by Consulting Engineering firms on the preparation of electrical specifications for commercial buildings, electrical drafting, electrical estimating, costing and the design of electrical distribution systems, and lighting design.

Electrical Contractors — Technicians and technologists work as estimators and electrical draftspersons. In addition, those who prefer to work with their hands may become electricians after a suitable apprenticeship period. This can lead to supervisory positions within a relatively short period of time.

Manufacturing — Both electrical technicians and technologists are found in the manufacturing industry (mainly electrical manufacturing, although some find jobs in other manufacturing fields). The jobs cover a wide range of activities: design of electrical components and devices: quality control inspection to determine if the manufactured product meets the design specifications; sales, marketing, and customer relations; electrical drafting and the checking of drawings; electrical maintenance on complex production machinery; on installation and servicing of the manufacturer's products.

Electrical Utilities — Technicians and technologists are employed in the design areas as designers and draftspersons, installation crews working on new substations and extensions to the electrical network, in maintenance departments that are responsible for maintaining continuity of the system and in the system operation field.

Miscellaneous — In addition to the above, technicians and technologists may find positions as inspectors or designers with the Federal, Provincial, or Municipal Government departments. Another field offering employment, after suitable work experience, is technical education in the secondary schools.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

An electrical background is helpful but not essential.

Jewellery Arts

4 Semesters

In the Jewellery Arts program, the student learns manufacturing and custom-design techniques by working with jewels and precious metals in one of four areas: goldsmithing, silversmithing, engraving or gem-setting. Learning to visualize the properties of line, form and colour in three-dimensional objects is an integral part of the program.

Students may prepare for examinations of various international associations.

Career Prospects

The graduate may find employment in jewellery workshops, studios or stores.

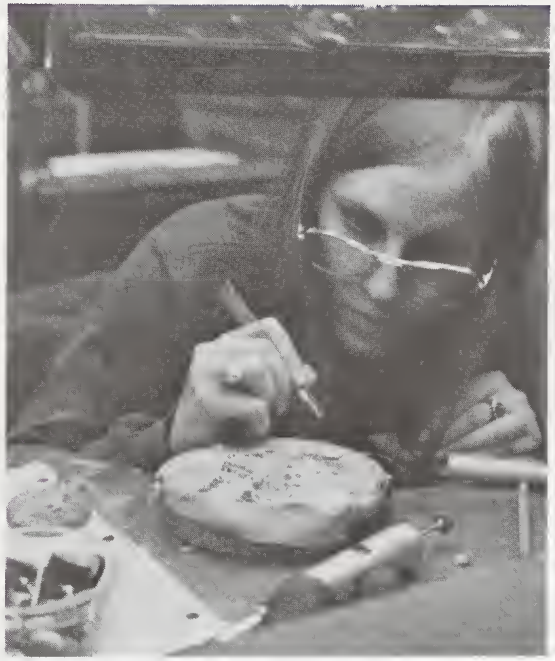
Job Descriptions

Goldsmithing — The goldsmith uses handtools, dies and various industrial processes to make gold ornaments such as rings, brooches, necklaces and earrings.

Silversmithing — The silversmith uses handtools, dies and various industrial processes to fashion silver articles such as teapots, vases and tableware.

Gemsetter — A Gemsetter cuts away excess metal to provide prongs and seats for stones and works the area around the stones to promote the reflection of light from the precious metal into the stone.

Engraver — An engraver cuts monograms, inscriptions, coats-of-arms, crests and ornamental designs on jewellery, silverware and trophies.



Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Good eyesight, or corrected vision, is a prerequisite.

Recommended Background

The jeweller requires a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense.

Jewellery Repairs

2 Semesters

This post-graduate program provides a certificate with specialization in the repair of all types of jewellery.

Career Prospects

The skilled repairer may have opportunities to establish a business. The additional knowledge of gemmology acquired in the program gives the repairer the opportunity to open an appraisal and information service.

Job Descriptions

The Jewellery Repairer solders broken articles with a torch or soldering iron, replaces missing or damaged parts, enlarges rings and makes alterations.

Admission Requirements

Graduation from a recognized two-year post-secondary Jewellery Arts program, or a mature person from industry who has been recommended by the Canadian Jewellers' Institute. Good eyesight, or corrected vision, is essential.

Watchmaking

4 Semesters
Optional 5th & 6th Semester

The basic two-year program in watchmaking prepares the student to service, repair and manufacture all types of mechanical time pieces.

After completion of the two-year program the student may qualify to enter an optional third-year to learn how to service all types of complex watch mechanisms including electric and electronic watches.

Instruction is by the project approach for the first three semesters, and a simulated repair shop approach during the fourth, fifth and sixth semester. The College provides the most modern equipment and small tools during the training period. Related horological theory is taught parallel to shop practices.

Job Descriptions

Watchmaker — The graduate from the four semester program is capable of servicing all types of mechanical watches except chronographs.

The graduate of the six semester program is capable of servicing all types of mechanical and electronic watches including chronographs.

Clockmaker — The graduate may specialize in clock repairing and become proficient as a clockmaker.

Precision Instrument Technician — Graduates are capable of adapting their skills to the servicing, construction, inspection and design of precision instruments used in aircraft, hydro and gas installations, chemical laboratories and meteorology.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Any hobby involving work with small mechanisms would be beneficial. Good eyesight (corrected vision is accepted), and mechanical reasoning abilities are essential.

Applied Dental Arts

In 1975, the Ontario government passed legislation which allows expanded roles for dental auxiliaries in the province. The legislation provides for three levels of auxiliaries: the Dental Assistant (Level I), the Dental Hygienist (Level II) and the Dental Hygienist (Expanded Function) (Level III).

George Brown College offers programs at Levels I, II and III.

These programs, through an integrated approach, provide students with courses in the basic dental sciences, as well as training in expanded-duty dental roles.

Certified Dental Assisting

2 Semesters

The Certified Dental Assistant is trained to assist the dentist at the chairside and maintain the patient and dental office records.

Career Prospects

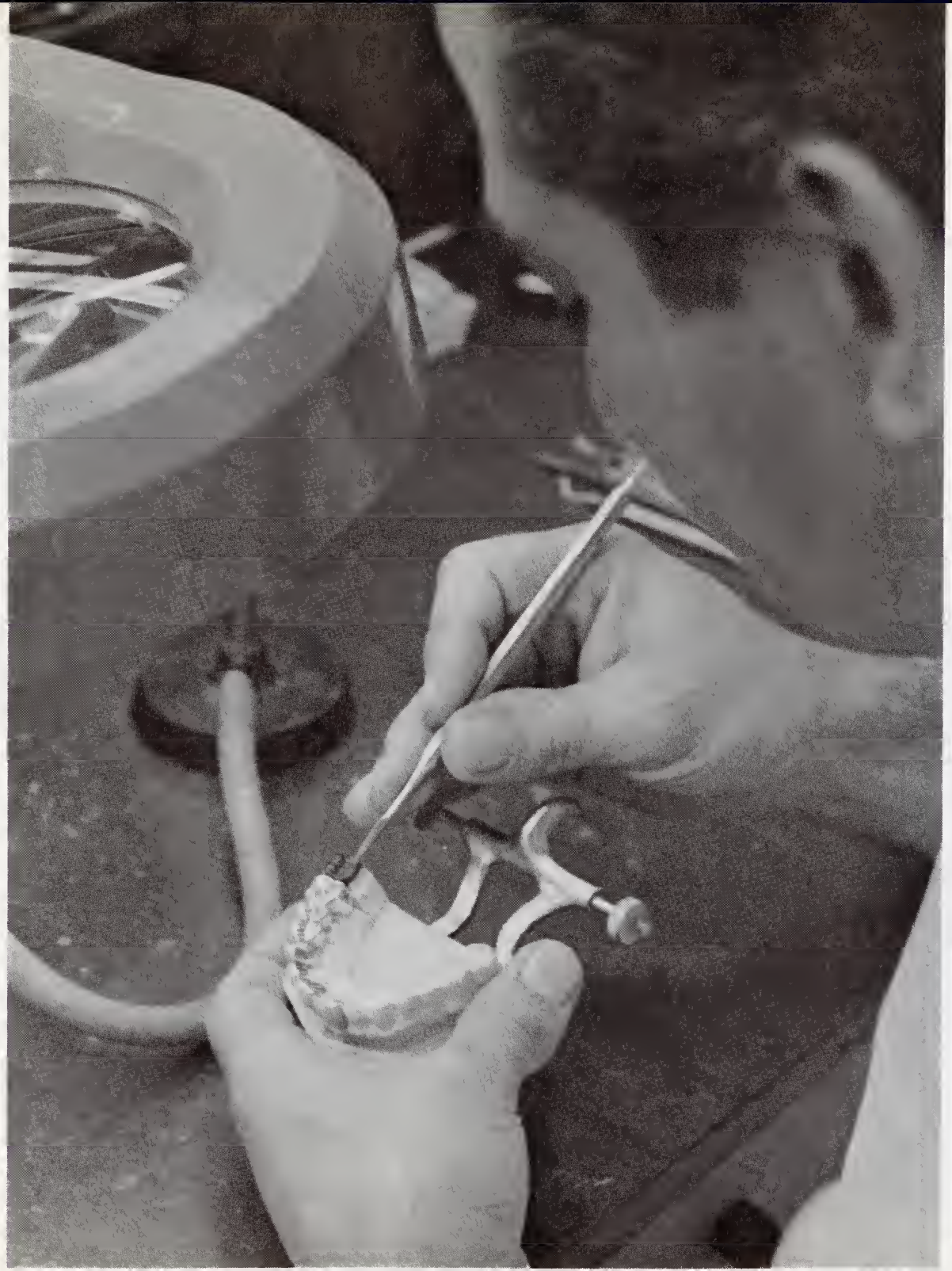
Graduates may expect employment in private practice, public health, and hospitals.

Job Description

The Certified Dental Assistant gives chairside assistance to the dentist and is qualified to take and process x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The Assistant may also become involved in oral hygiene instruction.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in biology and chemistry in years 3 and 4 at, or above, the general level, or equivalent. In addition, candidates must provide proof of typing at 40 w.p.m., attend a selection interview, and undertake an aptitude test.



Dental Hygiene

2 Semesters

The Dental Hygienist is trained to work with the patient under the general supervision of a dentist. Services provided to the patient are of a preventive nature.

Job Description

The Dental Hygienist scales and polishes teeth, polishes amalgam fillings, takes x-rays and applies periodontal packing. The hygienist may be involved in dietary analysis, counselling and dental health education.

Admission Requirements

Applicants must be Certified Dental Assistants, and may be required to write a provincial selection examination and attend a selection interview.

Dental Hygiene Expanded Function

1 Semester

The Ontario Government legislation described the role of the Expanded Function Dental Hygienist as a Restorative Dentistry Assistant. This dental worker is capable of performing many tasks previously assigned only to a dentist. Included are such activities as placement and finishing of dental restorations, cementation of temporary crowns and some orthodontic procedures.

Job Description

The Expanded Function Dental Hygienist inserts permanent and temporary fillings, cements temporary crowns and prepares orthodontic bands for cementation. The hygienist may also be called upon to remove sutures following surgical procedures.

Admission Requirements

Applicants must be graduates of a Dental Hygiene program and provide proof of Ontario Certification. Candidates may have to write a provincial examination and attend a selection interview.

Dental Technician

6 Semesters

The Dental Technician makes a major contribution to the practice of dentistry. This dental worker fabricates all the various appliances used by the dentist in the treatment of patients.

The program at George Brown is the only one of its kind in this province. The teaching program is highly project oriented and there is a low student-instructor ratio which allows for much individual instruction throughout the program.

Job Descriptions

Employed by a dental laboratory or dentist, the Dental Technician fabricates from a dentist's prescription orthodontic braces, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouth guards.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selection interview, take manual dexterity test, and undertake an aptitude test.

Denture Therapy

5 Semesters

In 1974 the Ontario Government passed legislation to establish a new type of dental health worker — the Denture Therapist. This auxiliary may deal directly with the public in carrying out certain functions which were previously the sole prerogative of the dentist.

Students are trained in the technical areas required to fabricate and insert dentures. Instruction also involves an understanding of the patient and includes such subjects as anatomy, physiology, microbiology, bacteriology and nutrition.

Career Prospects

Denture Therapists may choose to practice in a team with other dental health workers, or establish a private practice.

Job Descriptions

The Denture Therapist may work under supervision in the construction of complete or partial dentures and relining or repairing dentures. In private practice the therapist is restricted to the making of complete upper or lower dentures or complete upper and lower dentures and may reline or repair complete dentures only.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selection interview, take a manual dexterity test, and undertake an aptitude test.

Orthotic/ Prosthetics

4 Semesters

The orthotic prosthetic technician is employed in hospitals, rehabilitation centres and private clinics. He or she, in association with the orthotist prosthetist, makes braces and artificial limbs which are fitted to help rehabilitate disabled patients. Appliances are made of plastics, metal, and leather from plaster casts and drawings.

The student can train for this challenging profession in the two-year technician program. The third year which is optional, combined with two years internship in a certified facility, enables the student to sit for certification by the Canadian Board for Certification of Prosthetists and Orthotists.

This program will appeal to people who are interested in working with people and helping patients in their attempts to overcome their disabilities.

Job Descriptions

Orthotic Technician — The Orthotic Technician makes braces from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

Prosthetic Technician — The Prosthetic Technician makes artificial limbs from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics and leathers.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in biology and physics at, or above, the general level, or equivalent. Candidates must undertake an aptitude test.

Recommended Background

Machine shop, drafting, and the ability to use hand tools are assets.

Fitness Instructor

4 Semesters

Since people are becoming more aware of the importance of physical fitness, the demand for trained people to operate fitness facilities is increasing. The two-year Fitness Instructor Program trains the student to operate fitness facilities offered by private and government agencies and hospitals.

This program places special emphasis on physical testing procedures and the designing of exercise programs according to the individual's requirements. Extensive laboratory work is included.

Career Prospects

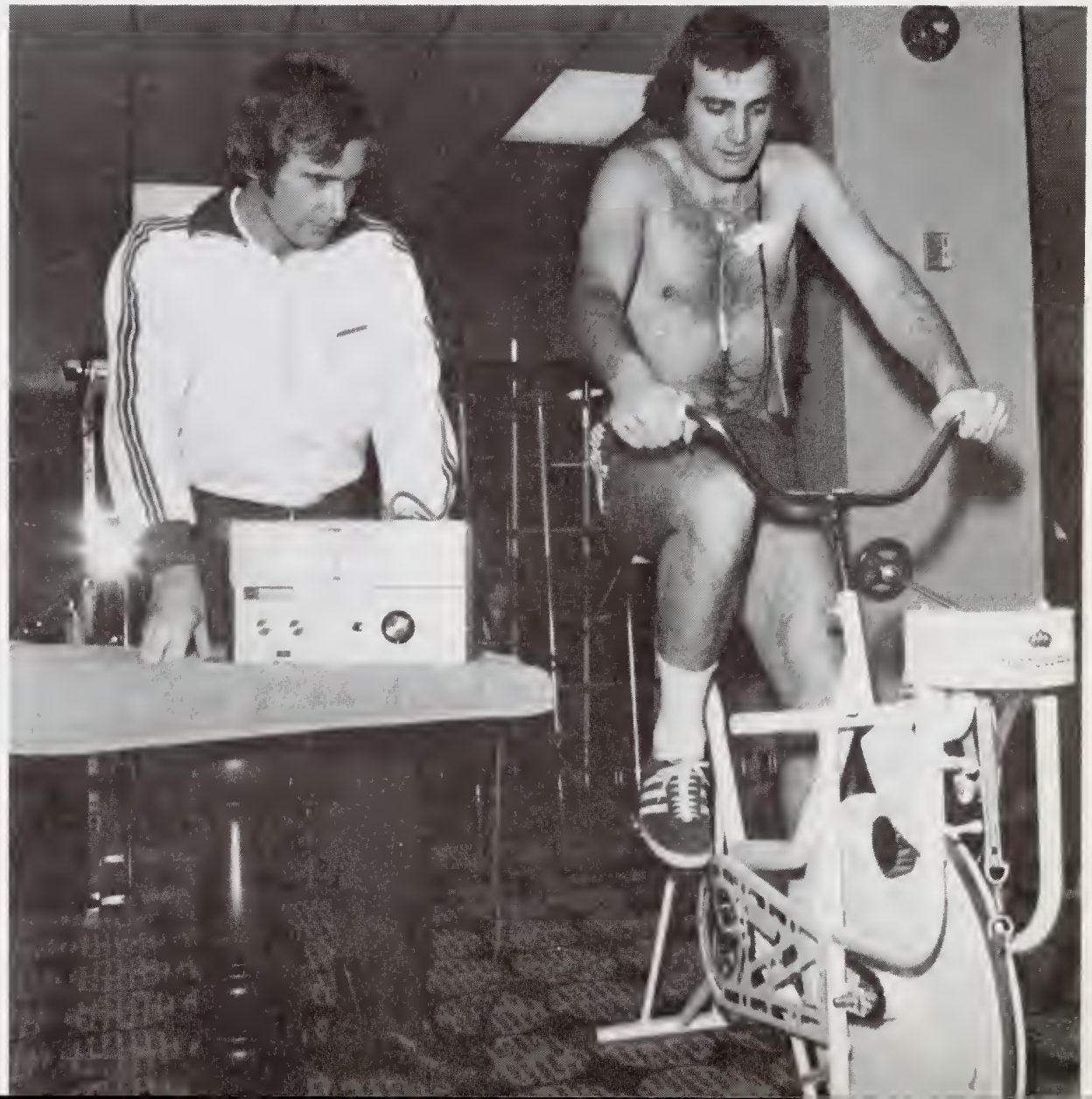
Career prospects for the Fitness Instructor cover a wide range including private business, all levels of government, Parks and Recreation Departments and apartment complexes.

Job Descriptions

Fitness Testing — The Fitness Instructor will possess a working knowledge of fitness testing and evaluation of results, and will be capable of exercise programming based on results and individual needs.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent.



THE GEORGE BROWN COLLEGE
KENSINGTON CAMPUS
THE GEORGE
KENSINGTON CAMPUS

Programs offered at Kensington Campus:

Community Services

Addiction Counsellor 25
Child Care Worker 26
Community Worker 26
Day Care Worker 27

Fashion Technology

Apparel Management 28
Creative Fashion Design 28
Furniture Production and Design 29

Food Technology

Culinary Management 29
Food and Beverage Management 30
Hotel Management 31

Theatre Arts 31

Addiction Counsellor

4 Semesters

This program prepares the student to be a counsellor in the mental health field with a special expertise in problems related to drug and alcohol dependencies and to serve a variety of individuals, agencies and communities.

The original concept of the program was developed by the Addiction Research Foundation of Ontario which, together with other agencies and organizations, continues to give guidance and advice. The program provides academic instruction (3 days per week during the first year and 2 days per week during the second year) in subjects related to human growth and behaviour, mental health, and the treatment of differing forms of addiction.

Part of the academic component of the program is experiential. Through group discussion and field work seminars students have an opportunity to increase self-awareness, to develop their strengths and to gain insight into their limitations.

The field practicum provides at least two opportunities (2 days per week during the first year and 3 days per week during the second year) to practise therapeutic skills in a variety of settings and under the instruction and supervision of professional practitioners. The diploma requires a total of 1000 hours of supervised field work.

To ensure that the student learns to integrate academic knowledge with practical applications, members of the program staff provide individual supervision. Progress is discussed regularly with the students. Staff members or students may initiate additional consultations.

Career Prospects

The Addiction Counsellor Diploma is finding increased acceptance by agencies and services in the fields of addiction, mental health and rehabilitation. The demand for graduates continues to be dependent upon new developments and policies in these areas, and, also, upon further specific qualifications. For example, some job opportunities are open to more mature graduates who have had additional educational qualifications and / or related previous work and life experience.

Job Descriptions

Counselling — The Addiction Counsellor is able to assess an addiction problem, to suggest a treatment plan, to make appropriate referrals, and to work with individuals or groups within the community. All of these functions are performed in consultation with and under the supervision of mental health practitioners.

Prevention and Education — The Addiction Counsellor has a special knowledge of the use and abuse of drugs and alcohol. The graduate will be able to contribute to preventive and educational programs, through the teaching of life skills and problem solving techniques.

Community Work and Community Development — The Addiction Counsellor works with others in the community to help bring about social change particularly in the area of the use and abuse of drugs and alcohol.

General Mental Health and Rehabilitation Work — The specialized counselling skills which the graduate acquires can be transferred to many settings in the areas of general mental health and rehabilitation.

Residential Services — The skills and knowledge of the Addiction Counsellor are compatible with the demands of many kinds of residential services. Full responsibility as a staff member in settings for group care for adults and adolescents can be assumed by the counsellor.

Specialized Services — Some graduates have special skills and knowledge acquired during the program through placements in specialized settings or by independent studies. Sometimes this specialization is added to expertise previously acquired through formal education or work experience.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A good command of verbal and written English is needed. A satisfactory medical examination is compulsory.

Recommended Background

The course is primarily aimed at the older student with volunteer social service experience, post-high school work or both.

The person able to communicate well and to show empathy is preferred.

Some knowledge of biology and chemistry is desirable.

Child Care Worker

4 Semesters

The objectives of the program are to develop therapeutic skills and abilities in Child Care Workers, enabling them to work creatively with other professionals concerned with the treatment and rehabilitation of children and adolescents with problems. The academic subjects taken in the program are correlated closely with continuous supervised practical experience. The development of self-awareness and emotional maturity is emphasized as well as the ability to understand the degree of one's involvement with people.

Career Prospects

Employment for new graduates is primarily in residential settings such as treatment centres and group homes. Experienced graduates are increasingly employed in working with families, schools, community programs and various specialized programs for emotionally disturbed children and adolescents.

Job Descriptions

A Child Care Worker, in a residential setting, is responsible for meeting the physical, emotional, social, educational and recreational needs of the children or adolescents.

A Child Care Worker is also involved in preparing the children or adolescents for re-entry into the community by working with the family, the school and community programs.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent, with proficiency in English. Volunteer or work experience with older children and/or adolescents. A personal interview is required before acceptance into the program. A satisfactory medical examination is also required.

Recommended Background

The ability to cope at a post secondary level in written and verbal communications is desired.

Community Worker

4 Semesters

The Community Worker program enables people with some experience in community work to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.

The program consists of classroom instruction (mostly seminar style) and field work practice. Emphasis is placed on developing greater understanding and insight based on extensive life experience and on learning by sharing ideas and experiences. Each student is expected to be mature and purposeful and to assume the major responsibility for her or his own learning.

Career Prospects

Graduates receive a Diploma in Community Work and fill jobs now being created in many traditional public or private agencies, work directly with community groups, or create their own jobs in community work.

Job Descriptions

The Community Worker is a generalist who has the background, knowledge and skills, and the flexibility and initiative to work in a variety of community work-related settings: for example, community worker with residents' or tenants' associations, settlement houses and community based organizations; community relations worker in housing, recreation and education; welfare and youth worker; worker on Government sponsored projects.

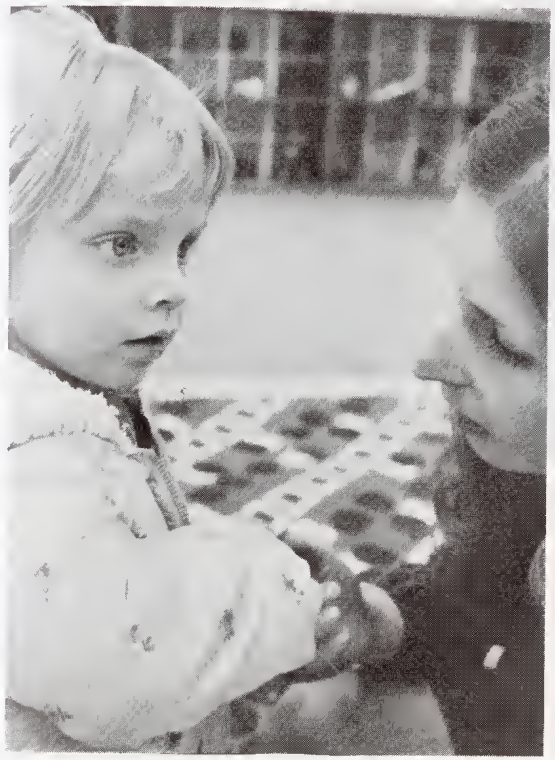
Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants are required to complete a questionnaire and have a personal interview. A satisfactory medical examination is required.

Recommended Background

Extensive life experience, belief in the involvement of people in decision-making, commitment to social change and previous group and community involvement are assets.

This program focuses on the mature student with sound judgement, a sense of responsibility to self and others, self-discipline, initiative, flexibility, and with the capacity for personal growth. The ability to communicate verbally and in writing is essential.



Day Care Worker

4 Semesters

This Program parallels Early Childhood Education Programs with an added specialization in Infant Care and Development. Students are trained to work with children aged six weeks to ten years in nursery and day care settings. Emphasis is placed on courses dealing with human development, creative expression, programming, the family, parent education and administration.

Each semester is divided into blocks of eight weeks. One eight week block is for academic studies; the other is for field placement where students have the opportunity to practise with children of all ages in a variety of settings.

Graduates receive a Day Care Worker Diploma and are eligible, after two years work experience, to apply for certification by the Association for Early Childhood Education of Ontario.

Career Prospects

Day Care Workers may find employment in government and private day care centres and nursery schools. Opportunities also exist in pediatric playrooms, special education settings, junior kindergartens and therapeutic nursery programs.

Job Descriptions

Day Care Worker graduates may teach in programs for preschool- and school-age children, often in co-operation with parents.

They are also qualified to supervise centres, where their duties may include staff hiring, supervising students, counselling families and communication with outside agencies.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants are required to complete a questionnaire and have a personal interview. A satisfactory medical examination is required.

Recommended Background

Experience of working with infants and young children is desirable, although not essential.

Creative Fashion Design/Apparel Management

4 Semesters plus 2 optional post-graduate semesters

The Apparel Industry in Canada needs new talent in design and fashion concepts to maintain and increase its export markets and its reputation for quality.

In the Creative Fashion Design and Apparel Management programs, emphasis is placed on the study of four major areas: design, style and pattern; industrial high speed sewing machines, often computer-assisted; fibres and fabrics; apparel production technology. The programs have a common first year.

Career Prospects

In Ontario there are over six hundred apparel plants which employ fashion designers, creative assistants, supervisors, consumer advisors, sales representatives and fashion illustrators. There are also career opportunities in retail chain stores, testing laboratories and governments.

Job Descriptions

Designer — The designer creates original items of clothing and designs fabrics and accessories.

Furrier — The furrier makes, repairs, alters, designs or cleans fur garments.

Leatherworker — The leatherworker designs, makes and sells leather garments and combinations.

Sales — The designer may work in wholesale houses selling to large department stores or in retail sales and boutiques.

Buyers — The graduate may work as a buyer for wholesale and retail outlets.

Illustrator — The illustrator makes sketches and displays for store windows and newspaper and magazine advertisements.

Fabric Testing and Product Specification — The graduate may be employed to test fabrics and to establish specifications for fabric needs and garments.

Apparel Plant or Workroom Manager — The manager's responsibilities include time studies, plant layout, inventory control and fabric utilization.

Admission Requirements

Ontario Secondary School Graduation Diploma with credit in years 3 and 4 at, or above, the general level, or equivalent plus artistic aptitude, apparel construction skills or a merchandising orientation.

Recommended Background

Credits in Art, Home Economics and Social Sciences are desirable. Mathematics in years 3 and 4 is recommended for Apparel Management students.

Furniture Production and Design

4 Semesters

The program concentrates on the three main skills in furniture manufacturing; cabinet making, finishing and upholstering. In the first year the student will study topics such as construction, technical drawing and blueprint reading, design, factory organization and costing. Materials worked include metals, woods and plastics. During the summer the student will work in the industry.

Career Prospects

An understanding of furniture construction and design enables the graduate to step into supervisory, buying or selling positions or to engage in the assessing and restoring of antiques, and manufacturing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Experience in drawing and woodworking would be assets.

Culinary Management

4 Semesters

The Culinary Management program provides training in all aspects of food preparation, cooking and presentation to international standards and graduates are well versed in kitchen organization and management. Included in the program are two six-week periods of supervised work experience under top Toronto chefs.

After three years of work in the industry graduates will be eligible to write the professional certification examination of the Escoffier Club.

Career Prospects

Career opportunities in the field of professional food preparation are excellent. As changing life styles influence more and more people to dine out so has the demand for professional chefs increased — by more than 50% in the last three years alone. Graduates will find employment in large hotel and food operations as well as in the more intimate restaurants and clubs.

Job Descriptions

Chef de Partie — reporting directly to the Sous (assistant) Chef, the Chef de Partie is responsible for the operation of a major department (partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.

Sous Chef — reporting directly to the Executive Chef, the Sous Chef is responsible for the day to day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality, appearance and cost. The Sous Chef is also fully responsible for the kitchen in the absence of the Executive Chef.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Food and Beverage Management

The food industry is the most rapidly expanding service sector of Canada's economy. By 1980 it will offer more than 79,000 new jobs. Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Students graduate with thorough training in practical skills and management techniques, using modern facilities which include fully-equipped bars and food preparation stations, a private, licensed dining lounge, and a frozen food laboratory.

The latest innovations in food service management are learnt with a computerized menu planning system as well as banquet catering, beverage control, restaurant accounting, nutrition and personnel management.

The College has co-operative training programs with many of Toronto's top restaurants and catering establishments, so second-year students can spend two months working with managers, learning every aspect of food management on the job.

Career Prospects

Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as a management trainee, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

Job Descriptions

Management Trainee — The Management Trainee works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager — The Manager is responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager — The Food and Beverage Manager is responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, quality control, sanitation, and an excellent food production system.

Owner — Graduates, with access to financial backing, may take up the challenge of opening their own food establishment. Often having started out with small fast food or speciality restaurants, several of our graduates own and operate successful food operations.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Hotel Management

Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs young men and women who are prepared to meet the challenge it offers.

The Hotel/Motel Administration program gives the student the training to enter this field. Students learn practical skills in the most modern facilities available including fully-equipped bars and food preparation stations, a private licensed dining lounge and a front desk classroom with individual reception desks. Management techniques are learnt with the aid of a computerized model of a hotel operation.

In the well-established co-operative training program second-year students spend two months with the department heads of world-famous Toronto hotels learning under expert supervision what the hotel industry is all about.

Career Prospects

Graduates can look forward to a variety of positions within a hotel such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely-related food service industry.

Job Descriptions

Front Office and Reception — The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

Sales — The salesperson visits local and out of town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing — The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Food and Beverage — The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets — The banquet manager supervises the set up and service of banquets, weddings, receptions, meetings and conventions.

Accounting — The food and beverage controller compiles cost and profit statistics, pricing menus, forecasting business trends and reporting to management on cost-saving measures.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Theatre Arts

4 Semesters

The two-year Theatre Arts program provides an opportunity to learn the artistry, practicalities, traditions and professionalism of performing and theatrical arts.

Graduates will have the foundation of skills, self-development, creativity, knowledge and understanding with which to start a career at beginner or novice level in the theatrical arts field.

Classes are scheduled for 30 hours a week, 32 weeks a year, for two semesters a year. A significant feature of this program is "internship" of students for practical experience with professional producing Theatres as a part of their training.

On successful completion of the program, students receive a Diploma Of Theatre Arts.

Career Prospects

The pattern of employment in the theatrical arts is changing and theatrical skills are in demand for a widening range of cultural, educational, entertainment and commercial activities.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants are interviewed prior to acceptance.

GEORGE BROWN
ST. JAMES CAMPUS

Programs offered at St. James Campus:

Business & Commerce

Accounting	34
Business Administration	36
Business General	35
Court Reporting	40
Electronic data Processing	34
Marketing	35
Physical Distribution	36
Sales	37
Secretarial Arts (General Executive)	39
Secretarial Arts (Legal)	39
Secretarial Arts (Medical)	40
Residential Construction Management	42
Residential Property Management	42

Electro-Mechanical Technology

Acoustics Technician	43
Electronics Technician	44
Electronics Technologist	45
Industrial Instrumentation Technician	46
Industrial Instrumentation Technologist	46

Graphic Arts

Graphic Arts (Printing) Technician	47
Graphic Design Technician	49

Business

Business today offers a wide choice of interesting, well-paying careers.

There is a growing need for competent, skilled people in accounting, marketing, data processing, physical distribution, general business administration and sales positions.

George Brown's Business and Commerce Division can give the highly concentrated training needed to enter the specialty area of the student's choice.

The first semester of all the two-year business programs is the same. This provides a broad introduction to business. Subjects include language and communication, business mathematics, introduction to accounting, data processing, marketing and physical distribution.

In the second semester, students start to specialize in one of the areas listed below.

Option I — Accounting

Option II — Electronic Data Processing

Option III — Marketing

Option IV — General Business

Option V — Physical Distribution

Graduates of two-year programs may also qualify for a fifth semester in the Business Administration Program.

Accounting

4 Semesters

Option I

The courses included in this program provide a valuable preparation for students interested in accounting careers in business, government and industry. Students who wish to obtain a professional accounting designation may be granted advanced standing in specified courses by the Certified General Accountants Association and the Society of Industrial Accountants.

Career Prospects

Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Large firms tend to prefer graduates with leadership potential, a thorough knowledge of accounting skills plus self confidence, and the ability to communicate freely. The new graduate may obtain employment in a training program which will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, credit.

In smaller firms, the graduate will probably be expected to perform a wider range of accounting tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Electronic Data Processing

4 Semesters

Option II

Students of this program are trained in the theoretical and practical applications of computers to business. The program is of particular interest to those who are interested in a career as a computer programmer or who wish to advance to the level of systems analyst.

Students are exposed to several programming languages, with emphasis on COBOL, the language used most widely in industry. Skill is developed by work on realistic application problems. In addition, a conceptual understanding of systems analysis and design is developed by a combined lecture and project approach, re-enforced by extensive readings. Senior students are exposed to the current state of the art through discussion of selected articles from trade journals.

Graduates receive a diploma in EDP, and are technically equipped to work as junior computer programmers.

Job Descriptions

Computer Programmer — Working from a detailed description of a proposed application, a programmer defines the logic of a solution and codes computer instructions to generate the desired results from the computer.

Systems Analyst — Working with people from the department requesting computer service, a systems analyst examines and improves upon existing applications and coordinates the definition of proposed applications, including cost estimates and implementation schedules. This is a senior position to which a programmer may be advanced after several years of experience.

Computer Operator — Working from a schedule of jobs to be run, an operator monitors the running of the computer and follows written directions in response to specific snags which may arise. Graduates from our EDP program are able to quickly learn the specific requirements for operating any particular computer.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Facility in both oral and written communication is required for advancement to senior positions since report writing, interviewing and conducting presentations are key activities.

Physical Distribution

4 Semesters

Option V

In the two-year Physical Distribution Program students get a thorough grounding in the processes involved in moving goods from producer to consumer, at the local, national, and international level.

Career Prospects

The economical distribution of products and services is of major importance in Canada's modern economy. Careers exist in business and industry in wholesaling, retailing, manufacturing and service operations as well as with various governmental agencies and institutions such as hospitals and schools.

Job Descriptions

Physical Distribution Analyst — The analyst's responsibility is to investigate and improve the efficiency of any, or all, parts of an organization's distribution system. This could involve recommending the best location and size for a new warehouse; investigating the rates and qualities of various transportation methods; recommending optimum quantities to ship.

Purchasing Agent — The purchasing agent's responsibility is to seek the best suppliers in terms of price, quality, delivery, and service; then, using past records and forecasts of future needs, to order the most economical quantities that minimize total inventory cost.

Traffic Freight Specialist — An excellent job opportunity is found in the various modes of traffic and transportation. There is potential for moving up in various aspects such as customs, warehousing, airport docks, trucking terminals, special express and PBX services, and insurance companies.

Other job titles include inventory co-ordinator, import/export agent, distribution centre supervisor, customer service representative, traffic rate analyst, warehousing supervisor and expediter.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Business Administration

5 Semesters

Option VI

This program is for those students who, having completed a four semester business program at George Brown College with a good academic record, desire to proceed into more advanced areas of study in Business Administration. It integrates the students' more advanced learning into a broader view of an organization as a whole. In addition, students increase their specialized knowledge through research projects in their major fields of study. Advanced decision-making, planning and central skills are developed through the use of modern learning techniques.

Career Prospects

Students with these advanced credentials have greater job opportunities in many business and government organizations at levels higher than a graduate from a two year (4 semester) program.

Job Descriptions

Management Trainee — The trainee enters the organization at various levels and is trained and developed through movement upward in the organization in various tasks and job areas, eventually becoming a manager.

Admission Requirements

Two year Business diploma in accounting, data processing, general business, marketing or physical distribution taken at George Brown College.

Marketing

4 Semesters

Option III

The marketing program is very highly concentrated in marketing subjects and is designed to prepare the student for a career in the field of marketing management, advertising, sales, marketing research or retail management.

The program makes extensive use of computerized decision-making simulations, case studies, research, with substantial use of video tape and related visual learning resources. The downtown location of the campus makes it ideal for field trips and industry projects.

Career Prospects

Excellent opportunities exist, requiring varying degrees of skill and management potential. Many graduates start their training in sales or other marketing functions and quickly rise to junior positions in product management, retail management, marketing research, advertising, and sales.

Job Descriptions

Assistant to Product Manager — The graduate assists in developing product objectives and marketing strategy and deals with the issues of promotion, pricing, distribution, product packaging, content and design.

Retail Management Trainee — Graduates frequently enter training programs offered by progressive retailers and, with minimum training, become capable of operating a department or branch. This involves employee management, merchandising, controls, promotion management and store layout and design.

Marketing Researcher — The graduate develops research instruments to achieve specific research objectives, gathers the data, analyzes the results and plans action.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Facility in English and mathematics at the senior level is desirable.

Business General

4 Semesters

Option IV

This program is designed for the student who seeks a broad, well integrated education in the field of business, as well as the opportunity to concentrate on more than one major subject area. In the second, third and fourth semesters, considerable flexibility is provided in that students select courses from other business options, under the guidance of faculty members.

Career Prospects

Career prospects in management trainee positions are available in a wide range of organizations such as governments, financial institutions, public institutions, public utilities, merchandising, manufacturing, small business, cooperatives and labour unions.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Proficiency in oral and written communication is an asset.

Sales

2 Semesters

The one year sales program has been developed to assist the aspiring salesperson to develop sales skills, and enough general business administration knowledge to permit effective management of the sales force.

The study of buying psychology and sales presentation theory followed by video sales presentations in a business atmosphere with color T.V. playback gives the student unique experience in handling sales calls at the industrial sales level.

During the two semesters of instruction the student obtains an understanding of the sales quotation letter, business letter writing, business mathematics, basic marketing, accounting, human relations and other business functions.

Career Prospects

On employment, the graduate will spend a training period learning about the employer's products or services, customers, and policies. The graduate's education is broad enough to speed up the training process and provide the understanding which leads to management opportunities in sales, client service and customer relations.

Job Descriptions

Salesman in Training — A junior sales position while learning the technical aspects of the product and the customer use of the product. This leads to a higher paying senior sales position.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

The ability to succeed with a minimum of supervision is essential.

Secretarial Arts

All students who wish to pursue programs in general-executive, legal or medical secretarial arts, take a common first year of introductory and general background courses. The main purpose is to provide the student with a solid foundation in secretarial skills.

Toward the end of first year, the student decides which course of study to pursue. These are described in the following pages as:

OPTION I — General Executive

OPTION II — Legal

OPTION III — Medical

Each of these programs provides intensive study in the major subject area for an additional two semesters, and provides a 2-year diploma in Secretarial Arts.

Court Reporting is an additional, higher level program which may be taken after completion of a 2-year legal secretarial program.

Secretarial Arts (General Executive)

4 Semesters

Option I

This program is designed to give the students skills, abilities and knowledge to keep abreast of the new office procedures resulting from technological changes and innovations. With the aid of the most modern equipment, including a steno lab, the technical training is kept at a high level of achievement.

Career Prospects

General executive secretaries are in demand by small businesses, large corporations, real estate offices, boards of education, and other institutions.

Job Descriptions

The general executive secretary is capable of taking dictation of material and transcribing it accurately and efficiently, and is an essential part of the office scene able to act as an assistant to the employer. He or she is equipped to attend conferences, arrange travel plans and meetings and eventually participate to a certain extent in decision-making.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test is administered to applicants and a passing grade of 65% is required.

Recommended Background

Credits in English and communication skills are strongly recommended as background.

No previous knowledge of shorthand or typewriting is required, however, if the applicant has 45-50 w.p.m. in typing and 80-100 in Pitman or machine shorthand, credits may be granted towards the first year of the program.

Secretarial Arts (Legal)

4 Semesters

Option II

There is probably no secretarial postion in which the work is more varied than that of a legal secretary.

The Legal Secretary program is designed to prepare the student for employment in one of these challenging positions. Students will become familiar with legal terminology and will see how to prepare and handle a variety of legal instruments and court documents. They will learn the principles upon which Canadian law is based and will have an opportunity to see justice in action by sitting in, as observers, in court rooms where trials and appeals are being conducted. In the final months of the program, students will spend one week as trainees in law offices.

Career Prospects

There is a great demand for qualified legal secretaries to work in private law firms and in institutional legal departments. Alternatively, successful candidates may wish to enter into Court Reporting (see separate program description for details).

Job Descriptions

In addition to preparing correspondence and legal documents, legal secretaries frequently make appointments, schedule meetings, research background information and many other activities to assist their employers in the smooth operation of the law office.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test is administered to applicants and a passing grade of 65% is required.

Secretarial Arts (Medical)

4 Semesters

Option III

The Secretarial Arts (Medical) program is offered to students who have mastered the stenographic fundamentals and who have a special interest in the medical field.

All phases of medical secretarial work are explored. Medical terminology, anatomy, medical office procedures and medical office accounting are covered.

After specialized training, the students will graduate with well-developed skills, with a wide choice of job opportunities.

Also, there is a one-year Medical-Dictaphone program that is offered to those who already have a minimum typing speed of 45 w.p.m. and who do not want shorthand in their program. It is a certificate course as opposed to the two-year diploma program which has shorthand.

Career Prospects

There is a continous demand for medical secretaries with either shorthand or dictaphone skills to work in hospitals, clinics and doctors' offices.

Job Descriptions

The medical secretary is called upon to do a variety of work making appointments and taking information from patients, handling correspondence and reports. The secretary must be responsible, able to work with a minimum of supervision, and be sensitive to the needs of patients.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test is administered to applicants and a passing grade of 65% is required.

Court Reporting (Stenographic)

2 Semesters

This is an intensive course in reporting skills which will prepare the student for employment in the court reporting field. The course of study, as well as covering many other areas, includes actual experience in the courts working with an experienced court reporter. The Chartered Shorthand Reporters' Association examination can be written on completion of the course.

Career Prospects

Reporters are in great demand in the Supreme and County courts. There is also a wealth of opportunity for employment for those who desire to do free-lance work.

Reporting in this area covers events such as special hearings and conventions.

Job Descriptions

It is the court reporter's responsibility to make a verbatim report of the proceedings of the court.

The importance of accuracy cannot be over-emphasized as the outcome of a trial could be affected by the court reporter's transcript. Those who engage in this profession have to be highly skilled, accurate workers who can take pressure and long hours in their stride.

Admission Requirements

Successful completion of a recognized legal secretarial arts program or related business experience with a shorthand speed (Pitman or machine) of 130 w.p.m. on straight matter for five minutes and 60 w.p.m. in typewriting. Applicants meeting the shorthand requirement will have to continue their reporting studies in the shorthand system they were tested on.

Recommended Background

English and communication skills and a high degree of manual dexterity are strongly recommended.

Court Reporting (Stenomask)

2 Semesters

Stenomask reporting is an alternative to shorthand for recording court proceedings which are later transcribed into typewritten form. Using stenomask equipment, the court reporter repeats what is being said into a "mask" which is attached into a recording device. A speed of up to 250 words per minute is required.

Students will follow the same program of study as in the regular Court Reporting program, except that they will develop their recording skills on the stenomask rather than in shorthand.

Career Prospects

Graduates will be prepared for careers as court reporters. Stenomask reporting is now an approved technique in certain courts and other judicial bodies. The Ontario government formerly did the training, but recently asked the College to take on this responsibility. The new course is in direct response to the government's request.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in year 3 and 4 at, or above, the general level, or equivalent. An interview is required.

Recommended Background

Prior knowledge of typewriting is useful but not essential.

Residential Construction Management

4 Semesters

Residential construction is a field that significantly differs from general construction. In close consultation with the Housing and Urban Development Association of Canada (HUDAC), George Brown College has developed a program that is weighted heavily in the areas of business organization and management, with 40 percent of school time spent in the technical area. In addition, during the months of June, July and August, the student will be employed by a construction company and apply his knowledge in a real work situation. The employer will be asked to submit to the College an assessment of the student's performance on the job.

Career Prospects

Home builders are looking for personnel who are trained in all aspects of the residential construction industry including technology, management, finance, law, sales, purchasing, advertising and public relations. They must have the ability to identify good tradesmen and good quality workmanship but they do not necessarily have to be able to perform the trades themselves. They must have leadership qualities so they can qualify for management in large construction companies or as supervisors of small to medium building firms. The Residential Construction Management program has been developed especially to fill this need in industry.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Residential Property Management

4 Semesters

The curriculum of this program was developed by leaders of the property management industry and is intended to prepare candidates for certification in the public and private sectors. Emphasis will be placed on sound business administration, marketing, accounting, law, personnel management and insurance, purchasing and inventory control, security and safety, resident relations, maintenance and housekeeping.

Lectures, case studies and practical on-site assignments will be provided to enable the student to deal effectively with day to day property management problems. This full-time program includes college-supervised work experience under qualified managers.

Graduates are eligible for professional designation by the Housing and Urban Development Association of Canada and the Social Housing Institute.

Career Prospects

Indications are that condominiums, public and rental housing will form the bulk of available housing in urban areas in the future, so the need for professional managers will increase.

Job Descriptions

Leasing — The property manager is responsible for the leasing program of rental projects.

Public Relations — The property manager interprets company policy for the tenant and maintains a positive image for his projects.

Maintenance and Housekeeping — The property manager establishes and maintains day to day and long term programs to ensure the maximum income flow for the buildings.

Feasibility Studies — The property manager determines how to correct problem areas and to make recommendations before construction begins, sets up and controls rent and collection schedules, and deals with contractors in the tendering and authorizing of contracts.

Management — The property manager is responsible for the efficient, economic and competitive management of rental, condominium or public housing and must understand and interpret company policy.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. All applicants are interviewed by a professional property manager.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Acoustics Technician

4 Semesters

The Acoustics Technician program provides a thorough grounding in principles of acoustic design, sound analysis and modern practices of noise control and hearing conservation. Students are trained in well-equipped laboratories in the operation of professional and industrial instruments used for sound and vibration measurement and analysis for audiometric screening and audio reproduction.

Application has been made for certification of graduates by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Sound and Vibration Measurement — The technician's training, with a "hands-on" approach in the measurement and analysis of sound vibration, provides the skills needed to perform these tasks in industry.

Noise Control Inspector — The Acoustics Technician program has been approved by the Ontario Ministry of the Environment. Graduates are eligible for certification at Level II Noise Control Inspector by the Ministry.

Industrial Hearing Conservation — Skills in audiometric screening, sound and vibration measurement and analysis, and in noise control enables the technician to be a valuable member of the industrial hearing conservation staff.

Audio — A working knowledge of professional quality audio equipment as well as home entertainment equipment enables the technician to work effectively with the audio engineering staff, in operations and maintenance.

Sales — Using knowledge of audio, noise control products and techniques and of business organization and marketing, the technician may become a member of the sales organization.

Architectural Acoustics — Skills in drafting, architectural and engineering drawing, noise and vibration control, and building codes enables the technician to work effectively with the architect or engineer.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in drafting and electricity/electronics are desirable.

Electronics Technician

4 Semesters

The Electronics Technician program provides both men and women with the opportunity to work in the maintenance, installation, production, design or research phases of the Electronics industry. In order to better qualify the graduate for immediate productive work in industry, the program has been designed so that in the second year the student specializes in one of the following areas: Communications, Computers, ETV/TV Broadcast. Graduates of this program are now employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed circuit television studios, in the oil industry, and in the installation of computer and communications systems. Graduates have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as a Senior Engineering Technician.

Job Descriptions

Installation Technician — The Installation Technician goes to the customer's premises and installs or modifies company components and systems, performs tests to insure satisfactory operation, and instructs the customer in the operation. If the company deals in systems, for example, large computers or aircraft guidance systems, there might be an installation team with several installation technicians.

Maintenance Technician — The Maintenance Technician does periodic testing and performs scheduled preventative maintenance on equipment at the customer's place of business. For example, on servicing computer terminals, the paper punch unit, tape reader and key board must be cleaned and oiled on a regular schedule along with voltage and current checks of the electronics circuits. In servicing video systems, the technician would periodically check the response of the T.V. camera tube, make the necessary electronic adjustments and repair.

Calibration Technician — The Calibration Technician is specially trained by the company to calibrate their electronic equipment to company and government standards. This is an exacting job and requires that the technician work to very close tolerances.

Service Technician — The Service Technician locates and repairs faults which occur on company equipment. This requires a detailed knowledge of the company equipment and expertise in diagnostics. If the customer brings unserviceable equipment to the company's premises the technician may be called a Bench Technician. In some companies a bench technician may be assigned to a project group where he will build prototypes from engineering drawings, run tests and make minor modifications.

Production Technician — The Production Technician ensures that the product meets the specifications and may troubleshoot and repair faulty products.

Design, Research and Development Technician — The Design, Research and Development Technician modifies existing equipment, prepares new designs, including calculations, for approval, builds and calibrates test equipment, and performs tests during the research, design, and development phases of a new product or technique.

Plant Technician — The Plant Technician modifies, repairs and installs electronic equipment and instruments associated with the industrial process.

Technical Writer — The Technical Writer prepares reports, bulletins and specifications including the drawings, illustrations, graphs and tables for company products and proposals.

Sales Technician — The Sales Technician works directly with the customer in an advisory capacity and prepares quotations on company products.

Note:

1. In large firms the graduate may perform only one of these tasks initially, but several or all of the tasks on progress through the company's organizational hierarchy.
2. In small companies the graduate may do some or all of these tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be a useful background. The technician is usually working with the customer; therefore, an ability to work with and to communicate effectively with others is most essential.

Electronics Technologist

6 Semesters

This coeducational program was developed to meet the needs of industry for Engineering Technologists with a practical and theoretical knowledge who will be able to work effectively in the many areas of Electronics. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides the student with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems (computers, communication); quality control; management; marketing; and research. Because of the depth of knowledge required by the Technologist, the college will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying, may be transferred to the Electronics Technician.Graduate Technologists have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as an Engineering Technologist.

Job Descriptions

The technologist may start a career in any of the jobs listed for electronic technician; the additional training offers opportunities for promotion to more challenging technical positions and to supervisory or managerial positions.

Design Technologist — As a member of a design team, the technologist designs electronic apparatus or portions of complex electronic circuits including the test procedures and the writing of the specifications.

Research and Development Technologist — As a member of the research and development team, the technologist assists in the project by building, testing and conducting experiments on electronic equipment. From the experiments, the technologists will analyse the results and prepare the technical data for publication.

Technical Sales Technologist — The Technical Sales Technologist gives technical assistance to customers in the selection and use of electronic components, equipment and systems, and provides the customer with quotations and after sales servicing.

Technical Writing — In an engineering office the technologist may edit engineering reports and compile reports, bulletins, and specifications.

Quality Control Technologist — In a manufacturing company, the technologist may be required to establish and maintain a product inspection service and suggest changes on manufacturing procedure or component selection.

Plant Engineering Technologist — Through liaison with the various departments of a company the technologist will ensure the effective co-ordination of services from the initial design to the efficient utilization of equipment and space in the manufacturing stage.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programming at year 4 and mathematics at year 5 would be useful background.

Industrial Instrumentation Technician

4 Semesters

The Instrumentation Technician works in all phases of industry using automatic controls. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a sound grounding in pneumatic instrumentation, electronic instrumentation, computers and related academic subjects.

Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The graduate technician's training prepares for careers that range from the computerized control of a nuclear power plant to the electronic and pneumatic control of a fertilizer process.

Job Descriptions

Plant Maintenance and Design Modification — The technician will be capable of the operation, maintenance and modification of control loops, which may contain temperature, pressure, level, and flow controlling devices, and analytical instruments such as the gas chromatograph. In many cases these instruments will be monitored by computer. The technician may work with one or more junior personnel.

Environmental Control — The technician will be capable of operating, maintaining and modifying environmental control instruments used in the monitoring and control of water and air pollution in both private industry and governmental agencies.

New Plant Constructions — The technician may be part of a team which installs instrument control systems, and commissions control loops, during the initial stages of new processes.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be a useful background. The technician is usually working with the customer; therefore, an ability to work with and to communicate effectively with others is most essential.

Industrial Instrumentation Technologist

6 Semesters

The Instrumentation Technologist works mainly in design and systems modification. Job opportunities range from challenging positions in research and development to sales and service for instrument manufacturers.

The Industrial Instrumentation Technology program gives a six semester program in two years.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a firm grounding in electronic instrumentation, pneumatic instrumentation, computer technology and related academic subjects.

Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The technologist's role in industry is primarily in system design and modification However, specialization in one specific aspect of instrumentation such as computer control, analysis instrumentation or electronic instrumentation may be selected.

Job Descriptions

Consulting and Design — The technologist may initially be a member of a team of specialists designing and drafting new instrumentation systems and modifying existing installations, and, with experience, may supervise the commissioning and installation of systems for new processes.

Plant Maintenance — The technologist, after a suitable orientation period, will be capable of supervising a team of technicians and other personnel in the maintenance and modification of control systems, of individual control loops containing temperature, pressure level and flow measuring devices, and of analytical instruments and mini-computers. The co-ordination and scheduling of instrument maintenance in relation to other trades may also be the responsibility of the technologist.

Computer Interphasing — In the past, computer personnel looked after computer maintenance, and instrument personnel looked after their own maintenance and modifications. The instrumentation technologist has an ever-expanding role to play in the field of computer interphasing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics and computer programming at level 4 and mathematics at level 5 would be useful background. Year 4 chemistry is highly recommended.

Graphic Arts (Printing) Technician

6 Semesters

The printing industry is one of the largest employers in the Toronto area, which in turn is known as a centre of superior quality printing companies. Several years ago, a survey of the industry indicated a real need for highly trained technicians to permit the industry to expand.

The printing technology department has the most modern presses, photocomposition equipment, process cameras, electronic colour scanners, stripping, platemaking and bindery equipment.

Technicians in the 3 year program take "hands-on" technical training in eight major areas for each of the first two years and then select one area, such as presswork, photocomposition, camera and stripping, bindery or quality control, in which to specialize in the third year.

Job Descriptions

Phototypesetter — The phototypesetter uses a special purpose computer to set type images using a keyboard unit. A tape is produced at the keyboard which contains both instructions for the computer and the information to be typographically arranged.

Mark-Up Person — The mark-up person takes a designer's layout and, using copyfitting aids and a catalogue of type styles, writes instructions on the copy to the typesetter. This person may occasionally be required to take "raw" copy and produce both a design and mark-up.

Typographic Designer — The typographic designer is primarily concerned with producing designs which employ mainly type and is not usually required to draw freehand illustrations. A "comprehensive layout" prepared by the designer may be so precisely drawn that it appears to be a printed job from a short distance. Many of the most successful in this field were formerly compositors.

Paste-Up — A paste-up artist takes reproduction proofs, phototypeset matter and illustrations, and assembles them into camera-ready copy.

Compositor — The compositor sets type using the traditional composing stick and case of metal types. However, this has become more of a page assembly function latterly where the compositor is responsible for precise fitting of symbols or special type characters into machine set pages.

Film Assembly — A film assembler performs the same basic function as the paste-up artist, using photo-positive film. In addition the film assembler may be required to operate a graphic arts camera.

Negative Stripper — The negative stripper lays out flats containing line, halftone, duotone and four colour process negatives according to plan for each job, or may create the plan. Darkroom techniques are used to make photographic contacts and for the developing of offset plates.

Process Camera Operator — The process camera operator makes photographic continuous tone, line and halftone negatives for each printing job, develops film, makes contact negatives or positives, operates film processing machines and does four colour separations by means of a process camera, enlarger, contacting or electronic scanner.

Pressman — Pressmen operate one or more printing presses which use Letterpress, Offset, Rotogravure or Flexographic techniques. Presses may be one man operated or require a crew of a dozen, depending on size and complexity. Tolerances are in the 1/1000 of an inch category. Operators must have good mechanical sense, colour sense for ink matching and technical knowledge of inks, papers and plates.

Bindery Worker — Bindery workers operate a variety of precision mechanical equipment that fold, drill, stitch, paste, glue, cut, trim, sew and assemble all types of forms, folders, brochures, pamphlets, soft and hard covered books. They also may operate foil stamping and heat sealing equipment. Knowledge of papers, adhesives, and the effect of temperature and humidity on them is desirable.

Technical Representative — A technical representative in the printing industry works for a manufacturer or supplier of printing equipment or supplies, servicing and/or repairing equipment in use, acting as an advisor in the use of equipment and supplies and as a trouble shooter when equipment or materials fail to perform. He or she may also become a technical sales representative.

Production Controller — A production controller organizes the production scheduling of printing orders through the various departments to achieve the best combination of plant capacity, production priorities and cost efficiency. The control function is based on the technical knowledge of time and equipment needed in each phase of production for each job scheduled.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4, or equivalent.

Recommended Background

Drafting skills, mechanical aptitude, typing skills, artistic interests are all useful in various parts of the trade.

Graphic Design Technician

4 Semesters with optional 5th and 6th semesters

The objective of the two-year Graphic Design program is to graduate technicians who can create designs of the highest professional quality, and produce finished art for printing, T.V. commercials and all aspects of advertising.

During the first year, the student is encouraged to improve natural skills, to develop techniques, to research projects, to be creative, and to be aware of the suitability of work for reproduction. In the second year the student is required to assemble under studio conditions a complete portfolio of sample work ranging from design sketches to finished art and printed pieces. Third year students may specialize in an area they wish to pursue upon graduation.

Graduates receive a diploma after the second year and a special certificate is awarded after the third year.

Career Prospects

Metropolitan Toronto is Canada's largest centre for careers in advertising art and graphic design. Graduates find employment in art studios and advertising agencies.

Job Descriptions

Paste-Up and Assembly — Paste-up and assembly involves the assembling of magazines using repro type, photography and drawings, and the assembling of advertisements and package designs.

T.V. Graphics — The T.V. Graphics Designer works in an advertising agency or T.V. station creating presentations and finished art work for use on television.

Photographic Designer — The Photographic Designer creates layouts using black and white photographs, in the advertising agencies.

Advertising Design — The Advertising Designer specializes in the visual effect of advertising layouts in magazines and newspapers.

Corporate Design — The Corporate Designer produces the original design and finished art work for a symbol that will be used by a company on its stationery, equipment, vehicles and advertising.

Package Design — The Package Designer creates appropriate packaging for various products, usually through printing companies or advertising agencies.

Illustration — The illustrator does drawings in magazines and newspapers, and may do freelance illustrations for advertising.

Studio Graphics — The designer may work in an advertising agency or in the public relations department of a large corporation creating folders, brochures, annual reports and calendars.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. All applicants must submit a portfolio of five to ten samples and pass an art test.

Recommended Background

Credits in art from secondary school or previous training in industry or art college are desirable.

Clinical locations of Diploma Nurse Program

Mount Sinai Hospital

St. Joseph's Hospital

St. Michael's Hospital

Toronto General Hospital

Toronto Western Hospital

Hospital for Sick Children

Diploma Nurse Program

The aim of this program is to prepare diploma nurses to practise nursing in the Province of Ontario and to write the Ontario Nurse Registration Examinations.

It extends over two years and consists of 45 weeks of classes and clinical experience plus seven weeks vacation, each year. The curriculum combines both nursing and general education courses. In second year there is one elective — students may choose one of several sociology courses.

Career Opportunities

Graduates are prepared for employment as staff nurses in acute-care hospitals, long-term care institutions and community health services.

On successful completion of the Ontario Nurse Registration Examinations, graduates are entered on the register of the College of Nurses of Ontario and may use the title Registered Nurse.

Post-diploma courses in specialized areas of nursing and community health services are also offered.

Job Descriptions

Staff Nurse In Hospitals, Homes for the Aged and Nursing Homes — The staff nurse is responsible for planning, providing and evaluating nursing care for individuals, families or groups. She or he works co-operatively with other members of the health team to identify problems and uses sound, scientific knowledge to make decisions. Human relations skills are required to promote a supportive environment for patients and staff, and to do effective health teaching. She or he supervises nursing care given by auxiliary nursing personnel, and can act as a resource person for other nursing staff. The staff nurse functions as a team member and after a period of orientation as a team leader.

Staff Nurse, Community Health Nursing, Without Public Health Nursing Preparation — After one year of general nursing experience, the nurse plans, provides and evaluates nursing care to selected individuals and groups where the skills of a public health nurse are not necessary. She or he does health teaching that focuses on promotion of health and prevention of disease, and provides specific nursing service in schools, clinics and industry.

The Program

There are eight nursing courses in the program, each consisting of theory and clinical experience. Students get their clinical experience in acute-care hospitals, long-term care institutions and community health services in Metropolitan Toronto.

The focus is on medical-surgical nursing of adults and children, maternity and newborn nursing, and psychiatric nursing. Students must have a minimum of a 'C' grade in each nursing course to successfully complete the program.

Complementing the nursing courses are several general education courses. These are:

Biological sciences — Study of anatomy, physiology and microbiology provides students with knowledge of the human body as well as the characteristics and organization of micro-organisms, and their relationship to people.

Pathophysiology and therapeutic interventions — These courses provide students with knowledge of how interferences with physiological needs alter body equilibrium.

Humanities — These courses explore the philosophical, theological and legal basis for the formation of values and their application to nursing.

Social sciences — Courses on psychology and sociology provide psychological and sociological perspectives on the human condition as it relates to nursing. A course in communications is also included and focuses on the development and use of effective communication techniques in a one-to-one relationship and in group interaction.

Clinical Locations

The Nursing Division offers one program with clinical practice at the following hospitals:

Mount Sinai Hospital, 600 University Avenue
St. Joseph's Hospital, 30 The Queensway
St. Michael's Hospital, 30 Bond Street
Toronto General Hospital, 101 College Street
Toronto Western Hospital, 399 Bathurst Street
Hospital for Sick Children, 555 University Avenue

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above the general level, or equivalent, with a minimum of two credits in physics, chemistry and/or biology.

A pre-interview questionnaire, initial health questionnaire, work reference where applicable, academic pretest and personal interview are also required.

For more information write the Nursing Admissions Officer, George Brown College, Box 1015, Station B, Toronto, Ontario M5T 2T9 or phone 967-1212.

Index

Accounting 34
Acoustics Technician 43
Addiction Counsellor 44
Air Conditioning Technician 5
Apparel Management 28
Business Administration 36
Business General 35
Certified Dental Assisting 19
Child Care Worker 26
Civil Engineering Technician 5
Community Worker 26
Construction Technician 6
Court Reporting 40/41
Creative Fashion Design 28
Culinary Management 29
Day Care Worker 27
Dental Hygiene 20
Dental Hygiene — Expanded Function 21
Dental Technician 21
Denture Therapy 21
Drafting Technician/Architectural 7
Drafting Technician/General 8
Drafting Technician/Mechanical Services 8
Drafting Technician/Structural 9
Electrical Design Technician 16
Electrical Technician/Technologist 16
Electronic Data Processing 34
Electronics Technician 44
Electronics Technologist 45
Fitness Instructor 23
Food and Beverage Management 29
Furniture Production & Design 29
Graphic Arts (Printing) Technician 47
Graphic Design Technician 49
Hotel Management 31
Industrial Instrumentation Technician 46
Industrial Instrumentation Technologist 46
Jewellery Arts 17
Jewellery Repairs 18
Marketing 35
Mechanical Drafting Design Technician 10
Mechanical Engineering Drafting 10
Nursing 50
Orthotic/Prosthetics 22
Physical Distribution 36
Process Piping Design Technician 11
Residential Construction Management 42
Residential Property Management 42
Sales 37
Secretarial Arts (General Executive) 39
Secretarial Arts (Legal) 39
Secretarial Arts (Medical) 40
Surveying 12
Theatre Arts 31
Tool Design Technician 12
Toolmaking Technician 13
Watchmaking 18
Welding Specialist 15

C **College Street Campus**
507 College Street

CL **Casa Loma Campus**
160 Kendal Avenue

G **Toronto General Hospital Campus**
90 Gerrard Street W.

J **St. Joseph's Hospital Campus**
50 Sunnyside Avenue

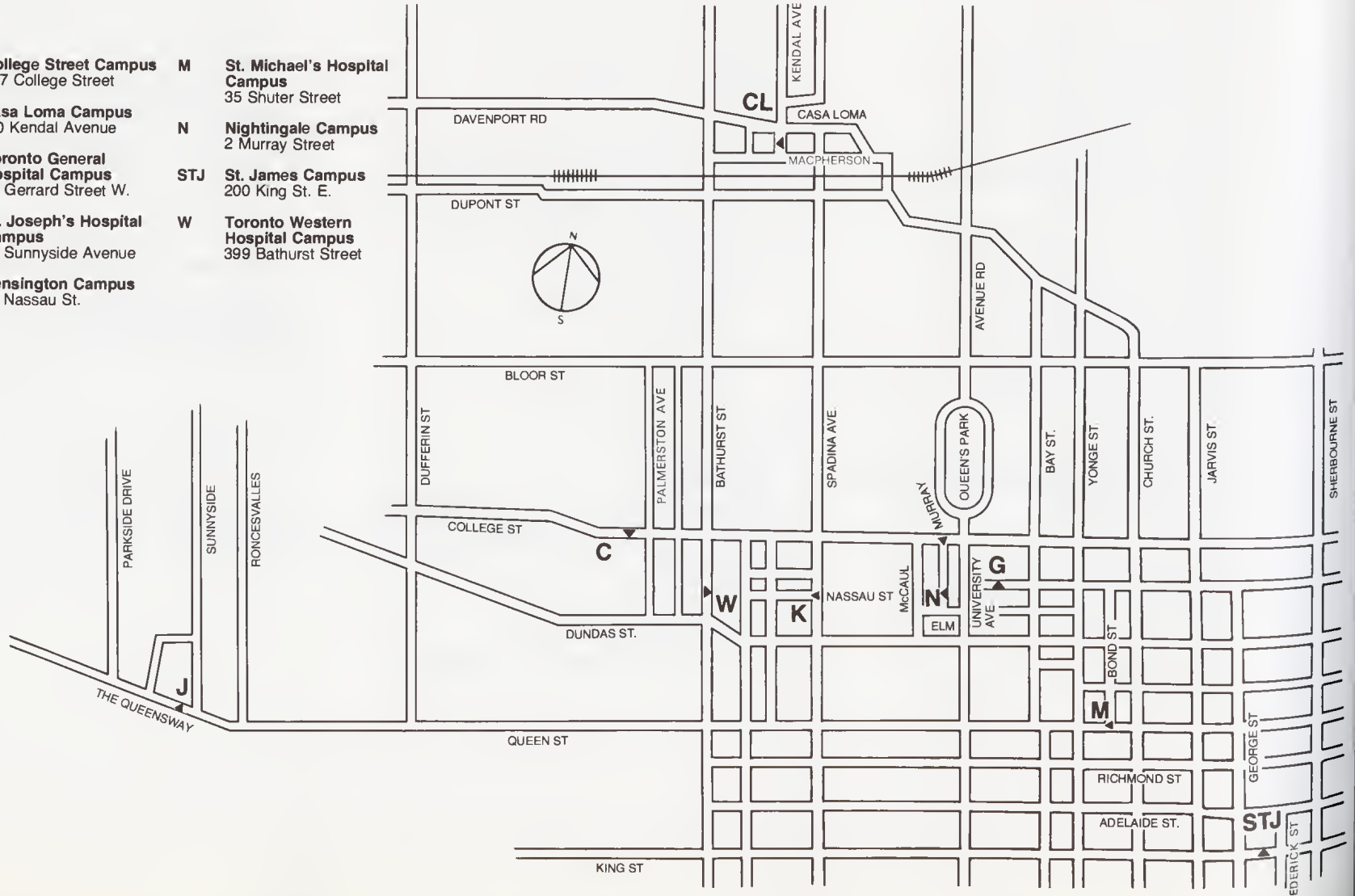
K **Kensington Campus**
21 Nassau St.

M **St. Michael's Hospital Campus**
35 Shuter Street

N **Nightingale Campus**
2 Murray Street

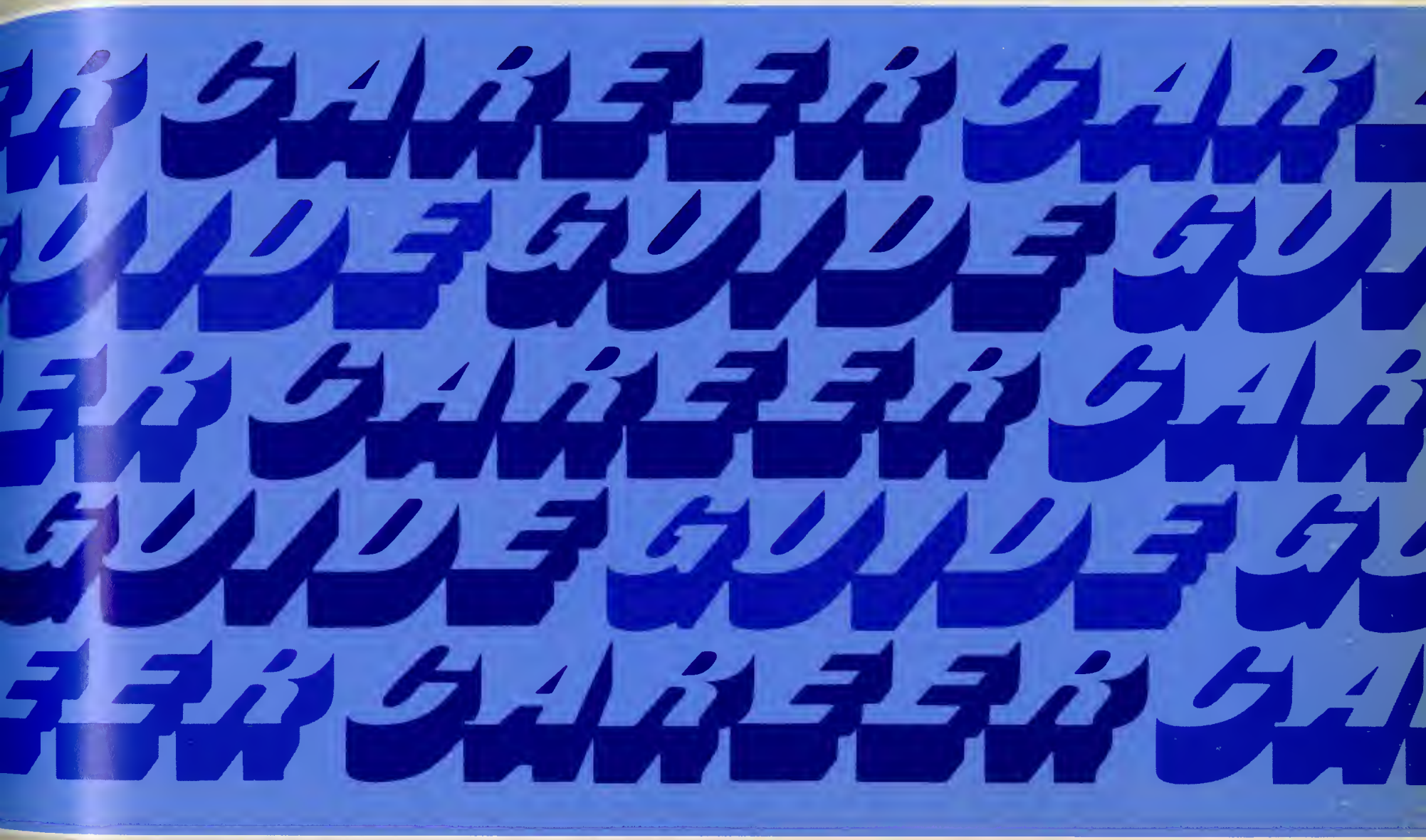
STJ **St. James Campus**
200 King St. E.

W **Toronto Western Hospital Campus**
399 Bathurst Street



Career Guide 78/79

The George Brown College
of Applied Arts and Technology



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Located in the heart of the City of Toronto, George Brown College was established to serve the needs of the area. It was founded in 1968 as part of the Ontario Government's plan to extend the availability of post-secondary education to a larger number of students graduating from secondary schools.

Initially, the College was formed by the amalgamation of two trade institutes, the Provincial Institute of Trades (P.I.T.) and the Provincial Institute of Trades and Occupations (P.I.T.O.). A year later, the Adult Education Centres operated by the Toronto Board of Education were transferred into the College. This move extended the scope of the training and education offered by the College to programs ranging from the training of technicians, technologists and trade apprentices to the teaching of basic literacy skills for adults. Further expansion in 1973 saw the incorporation of five of the City's nursing schools into the College.

The composition of the student population reflects the diversity of the programs offered. Approximately half of the students come from the Toronto area: some unique programs attract students from other parts of Ontario, Canada and the World.

After many years of moving in and out of temporary premises and the construction of new buildings the College has now settled into five campuses, all located in the Inner City.

GEORGE BROWN COLLEGE

Published by the Student Services Division Nov. 1977

Admission Procedures

Secondary school students intending to enter the George Brown College are advised to consult, during the fall term, with a guidance counsellor, who will supply information and application forms.

Application forms must be accompanied by ONE of the following documents:

i) An official transcript of all secondary school marks, showing the necessary credits and grades for admission to the desired program.

OR

ii) A statement from the secondary school principal stating that the applicant is expected to obtain the necessary credits and grades for admission to the desired program; this statement must be substantiated by an official transcript of marks, when it becomes available.

The general public may obtain information and application forms by writing to the George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9, or by telephoning 967-1212 and asking for "Information".

Mature Students

Persons nineteen years of age or older, who do not have the stated admission qualifications but who appear to possess the capacity and maturity to succeed are eligible to apply. This category is not open to overseas students.

Admission Requirements

The basic admission requirement to post-secondary programs is Ontario high school graduation (27 credits) or equivalent; certain programs, however, require personal interviews or advanced standing in specific subjects or demonstration of special talents.

When there are more applicants than places in programs of restricted enrolment, the basis of selection is a careful appraisal of all applicants holding the published minimum requirements, together with consideration of relevant experience and other personal and intellectual factors likely to ensure success in the program and subsequently, in their careers.

Priority of Admissions

Students will be admitted in the following order of preference:

1. Permanent residents of Ontario
2. Permanent residents of other Canadian provinces
3. Overseas students from Commonwealth countries
4. Students from other foreign countries

Students from Foreign Countries

Students other than Canadian citizens and landed immigrants are not eligible for apprenticeship programs or Ontario Manpower Retraining Programs. (Grade 10 or less entry.)

Students from foreign countries are eligible for post-secondary programs, provided they can demonstrate an academic standing equivalent to Ontario high school graduation, establish proficiency in both spoken and written English, fulfil any selective admission criteria for the program for which application is being made, and obtain permission from the Canadian immigration authorities to remain in the country for the length of the program.

Decision on Admissions

Applications are assessed by Board of Admissions, which is empowered to accept, defer, or reject any candidate's application for admission to any program. The George Brown College reserves the right to cancel a course, when enrolment is insufficient, or employment opportunities appear inadequate.

*Fees

i) Post-Secondary Programs

Confirmation fee	$ 50.00
First semester	
Balance of tuition fee	$140.00
Laboratory/Equipment fee	15.00
Student activity fee	20.00
	$175.00
Second semester	
Tuition fee	$145.00
Laboratory/Equipment fee	15.00
Student activity fee	15.00
	$175.00

The Confirmation fee of $50., which includes a $10. registration fee, must be paid within three weeks after notice of acceptance to guarantee a place in the program; it is not refundable, but is credited as a portion of the total fees. The balance of the first semester tuition fee must be paid at the time of registration; the second semester fee must be paid in full before the end of the first semester.

The student activity fee is collected on behalf of the Student Councils.

Detailed information on fees, payment dates, refunds and late fees is available in the Fee Schedule available from the Registrar's Department and issued with every acceptance letter.

Applicants from foreign countries must pay total fees of $825.00 which must be paid in full no later than two months before registration date, i.e. by July 1 for September registration and by November 1 for January registration.

The cost of textbooks, instruments and supplies is additional to the tuition fee and varies, according to the program, from $40 to $100. Students are invited to use the facilities of the campus bookstore.

Cheques and money orders for fees should be made out to the George Brown College.

* The above fees were in effect at the time of publication; they are subject to change at any time without notice.

Financial Assistance

Applicants for admission to a post-secondary program, who are Canadian Citizens or landed immigrants having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan.

Further information and application forms for student financial assistance are available at all secondary schools and the Student Services Office of the George Brown College, telephone 967-1212.

Services

- ACCOMMODATION information is available by dialling (416) 967-1212. Although residence accommodation is not provided by the College, there is no shortage of boarding and rooming facilities in Toronto; rates vary from $38 to $40 per week for room and board.
- COUNSELLING SERVICES are available on each campus to provide educational, vocational, and personal counselling.
- HEALTH CENTRES are staffed by Public Health Nurses, with a physician available for consultation on an appointment basis; services include individual health counselling, health education programs and emergency care in the case of accident or illness.
- LIBRARIES providing for study needs and leisure reading, operate on each campus.
- OHIP (Ontario Hospital Insurance Plan) coverage is the responsibility of each student; information is available at each Campus Health Centre.
- PLACEMENT ASSISTANCE is provided to all students by Divisional Faculty and Staff. The Placement Office provides career planning and employment search information and maintains contact with potential employers on behalf of graduates.

Students are advised of permanent, part-time and summer employment opportunities.

- TRANSPORTATION on the GO trains is available at reduced rates for students in full-time attendance for more than 12 consecutive weeks; further information may be obtained by telephoning (416) 248-3112.
- ATHLETIC activities are co-ordinated from the office at the Casa Loma Campus gymnasium. Information about the programs can be obtained by telephoning 967-1212 ext. 431.

The
George Brown Coll
of Applied Arts
and Technology
Casa Loma Campu

Programs offered at Casa Loma Campus:

Construction and Industrial Technology

Air Conditioning Technician 5
Civil Engineering Technician 5
Construction Technician 6
Drafting Technician — Architectural 7
Drafting Technician — General 8
Drafting Technician — Mechanical Services 8
Mechanical Drafting Design Technician 9
Piano Technician 16
Process Piping Design Technician 10
Surveying 10
Tool and Die Design Technician 11
Toolmaking Technician 12
Welding Specialist 14

Electrical Technology

Electrical Design Technician 15
Electrical Technician/Technologist 15

Fashion Technology

Jewellery Arts 17
Jewellery Repairs 18
Watchmaking 18

Health Services

Allied Health Auxiliaries 19
Certified Dental Assisting 19
Dental Hygiene 19
Dental Hygiene (Expanded Duties) 20
Dental Technician 21
Denture Therapy 21
Orthotic/Prosthetics 22
Fitness Instructor 22

Air Conditioning Technician

4 Semesters

During the last decade air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.

The student will gain a very broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. Well equipped laboratories are provided to reinforce the practical aspects of the subject matter.

Graduates have the academic qualification for certification at the Senior Engineering Technician level by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate can expect to find employment in the Air Conditioning Industry in occupations such as system designing, drafting, sales promotion, job estimating, contract supervising and system balancing.

Job Descriptions

System Design — The designer works with a professional engineer in calculating heat loads, in sizing piping and other equipment, in planning site layouts and in preparing drawings.

Sales Promotion — The sales promoter prepares estimates and drawings so that competitive quotations may be given, and gives technical support to sales staff in answering engineering queries.

System Balancing — The technician plans and recommends or carries out adjustment to air velocities, quantities and other operations necessary for correct system distribution of conditioned air.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Civil Engineering Technician

4 Semesters

The two-year Civil Engineering Program prepares the student to seek a career in the design, planning or construction of civil engineering projects.

During the instruction periods, particularly in the technical subjects the instructors use the project approach to reinforce the theoretical and practical aspects of engineering. This method utilizing well-equipped laboratories for the testing and control of the major construction materials helps to familiarize the student with industry's approach to the subject area.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate civil engineering technician may find employment in structural engineering, municipal, governmental and general contracting offices and could work either in the field or in the office as a member of the engineering team.

Job Descriptions

Engineering Site Surveying — By having a good working knowledge of survey instruments and the computations involved, the technician can do layout work on buildings, roads, sewers and other amenities, establishing and maintaining grades and levels during the construction process.

Structural Engineering — The technician will be involved in the design and drawing of structural projects in concrete and steel and

could also work in the field as a site inspector responsible for the quality of construction.

Municipal Engineering — Sound knowledge of roads, sewers, layout and design will enable the technician to seek a career with municipal and provincial governments or private engineering firms engaged in the planning and development of subdivisions, either as a draftsperson or as a project site supervisor.

Engineering Estimating — The ability to estimate and price the quantities of building materials being used on Civil Engineering projects is an essential pre-requisite in this competitive market. The technician can find employment as an estimator with both private and governmental estimating departments.

Building Materials Testing — There are testing laboratories in both the private and government divisions that specialize in the testing of building materials, in order to maintain the high standard of quality materials so necessary for heavy construction. The technician may find employment in the testing laboratory or in the field as a quality control inspector.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in Physics, Drafting and Surveying would be useful as background.

Construction Technician

4 Semesters

The two-year Construction Technician program prepares the student to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well equipped laboratories are available for the testing and quality control of various construction materials and components.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or sub-contractors office or in a firm specializing in other forms of construction management, such as quantity surveying or in sales. Government offices engaged in public utilities work are other fields for employment.

Job Descriptions

Material Testing — The technician is capable of field or laboratory testing and quality control of various construction materials or components in accordance with the standards established by the Canadian Standards Association (CSA).

Drawings and Specifications — The technician's skills in drafting, sketching, report writing, interpretation of architectural and engineering drawings and technical specifications as related to the architectural, structural and other sub contract areas, assist in efficient performance in the various related construction areas.

Building Codes — The interpretation of building codes and by-laws, a knowledge of theoretical, practical and accepted building practices and methods enables the construction technician to be a Municipal Building Inspector.

Site Engineering Control — Using knowledge of levels and transits, the technician is equipped to work on the preliminary layout on building sites, establishing and maintaining grades and levels during the construction process, and assist project managers, engineers or superintendents in the day by day management of a construction project.

Scheduling — A working knowledge of various scheduling systems (e.g. bar charts, Critical Path Method) enables the technician to be effectively involved in the preparation and control of scheduling systems including the scheduling and expediting of labour, materials and sub contracts.

Quantity Surveying — A Quantity Surveyor is a member of the Construction team primarily concerned with cost. By measuring the quantity of labour and material needed for a particular building an accurate estimate can be prepared which will form the basis of the 'bid' or 'tender' on which a building contract is based.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in physics, drafting and bookkeeping would be useful as background.

Drafting Technician Architectural

4 Semesters

The architectural drafting technician is one of a team of technical personnel involved in the Construction Industry. Graduates of this two-year program play a significant role as detail draftspersons, field supervisors, sales consultants and expeditors in architectural, engineering and fabrication firms, government and municipal offices.

On the job atmosphere is simulated in the classroom by grouping students into teams and using a current building project from industry as a classroom case study. Job site visits of the building under construction, specifications, Ontario Building Code, Mechanical and Electrical drawings and additional information is given to the student for a complete comprehension of the Architectural Technicians responsibilities.

Graduates are eligible for certification in the Association of Architectural Technologists of Ontario.

Job Descriptions

Architectural Drafting — The technician is able to produce a set of architectural working drawings, to coordinate mechanical, structural and electrical with architectural drawings and specifications.

Architectural Presentation and Design — A competent draftsperson is able to assist in the preparation of plans and design drawings for presentation purposes, is familiar with lettering and titling and is capable in the measurement and survey work of existing buildings and sites.

Building Materials — A thorough knowledge of building materials and how they are used in construction makes the technician able to work as an estimator or salesperson in a manufacturing company.

Methods of Construction — A clear understanding of how a building is assembled, and why, is needed before it can be drawn accurately. Technicians with this knowledge have found employment with developers and construction firms.

Engineering — The broad scope of architecture must include a study of structures and mechanical systems within the building envelope. This would include theory as well as practical applications which could lead to employment within these related fields.

Building Codes and Specifications — The use and interpretation of the building codes and specifications as used in the classroom case study of an actual building project is invaluable in finding employment in government, architectural, engineering or construction offices.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Drafting Technician General

4 Semesters

The objective of the program is to prepare the student for employment in one of a variety of drafting fields by teaching the related theory of construction, manufacturing and accepted practice as well as developing drafting skill. Architectural, Mechanical Services, Survey and Structural Drafting are taught.

The drafting classes are conducted as a drawing office. Projects are developed from simple basic forms by applying knowledge gained from lecture and demonstration. The student progresses to more complex working drawings combined with continued practise of drawing skill and added knowledge.

Career Prospects

Graduates may obtain employment in architectural, civil, survey, or mechanical engineering offices, as well as municipal and provincial offices and the manufacturing and construction industries.

Job Descriptions

Architectural Drafting — The draftsperson prepares working drawings from the architect's design sketches for the layout, construction and aesthetic appearance of residential, commercial, industrial and institutional buildings.

Mechanical Services Drafting — The draftsperson prepares working drawings for the mechanical services of buildings, including plumbing, drainage, heating, refrigeration and air conditioning, and component parts.

Positions may be attained with engineering firms in each or all of these fields and with manufacturers of component parts for the various systems.

Civil Drafting — The draftsperson prepares working drawings for structural steel and reinforced structures.

Many sources of employment are available, such as structural engineering firms, and structural steel and reinforcing fabricators.

Survey Drafting — The draftsperson prepares drawings from field notes for site plans and legal surveys. Employment would be found with land surveyors, municipal and appraisal offices.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Drafting Technician– Mechanical Services

4 Semesters

During the past decade or so the importance of mechanical services in the Construction Industry has increased greatly. It is safe to say that a major portion of construction costs are in the mechanical systems of buildings. These include air conditioning, electrical, heating, plumbing, sheet metal and other systems.

More and more, there is a need for skilled personnel to prepare working drawings detailing the various systems as they relate to the overall requirements of a building.

This two-year mechanical services drafting program teaches the student how a modern building operates and how to make preliminary selections of necessary equipment. The graphic layout of all mechanical services is covered thoroughly.

In order to familiarize the student with the various systems and to provide reinforcement in instruction while on course, the student can see many of the services exposed to view in the College, which is designed on the "open" concept. Also, within the College, visits can be made to the various well-equipped trades and service areas which relate to mechanical systems. Field visits to construction sites are made when possible to enable students to observe accepted installation practices.

Career Prospects

Since there is a demand for "total comfort" combined with energy conservation in buildings, graduates find positions in Government, Municipal, Architects', Consultants', Manufacturers', Mechanical Contractors' and Sales Offices.

Mechanical Drafting Design Technician

4 Semesters

This program has been developed to prepare the student for a career in a wide range of drafting and design areas.

The theoretical and practical aspects of the subject matter are applied to the drawing and design of projects in a modern drafting room, using up-to-date equipment which simulates an actual industrial engineering office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

The graduate of this program may commence employment at a technician level as a draftsperson with a Consulting Engineer in Heating, Ventilating and Air-conditioning or as a detailer and junior designer in the plumbing and drainage design department. Other employment opportunities are available in the designing of refrigeration, piping and sprinkler systems as draftspersons, estimators or sales personnel.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in physics and drafting would be useful as background.

Job Descriptions

Drawings and Specifications — The technician's training provides the background and the skills to develop layout drawings, expand basic design sketches, to make appropriate working drawings, and to list the necessary specifications and materials for the satisfactory manufacture and performance of a component or assembly.

Computer Information Systems — The knowledge of mechanical systems, mechanisms, and components, enables the technician to assemble data for automatic information systems.

Technical Sales — The ability to read and interpret engineering data and drawings, allows the technician to pursue a variety of engineering related fields, such as customer service, engineering sales, production control, and technical assistant in purchasing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and physics are desirable.

Process Piping Design Technician

4 Semesters

The process piping design technician is generally employed by consulting engineers, public utilities and the petro/chemical industry. He or she is a member of the engineering design team responsible for the design, layout, detailed working drawings and installation of automated industrial plants. These include oil refineries; breweries; power generating, water processing and food and drug plants.

The program is conducted in a modern drafting room which simulates an industrial engineering office. The student learns to apply the theoretical and practical aspects of the instruction by working on projects.

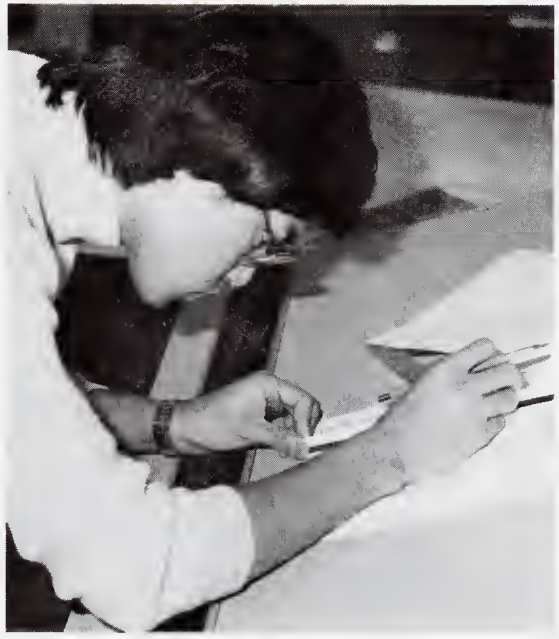
Graduates are eligible to apply to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

In recent years there has been a rapid increase in the demand for process piping draftsmen and designers and, as a result, this has become one of the best paid areas of engineering. Design technicians can progress with practical experience to designers and senior job captains or site supervisors and plant maintenance.

Job Descriptions

Piping Drafting — Using knowledge of pipe, pipe fittings, valves, and various pipe fabricating techniques, and a highly developed ability to visualize and represent on drawings the spatial requirements of pipes and equipment, the technician assists project



engineers in the design, layout and arrangement of plant installations.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and physics would be an asset.

Surveying

Surveying is the science of measuring and recording the geometrical and physical features of our environment.

Young men and women can find challenging careers in this area whether it is doing exploration surveys, laying out new subdivisions or compiling information and calculations into a finished plan for urban study.

The College offers three programs in surveying: Survey Technologist (6 semesters completed in two years), Survey Technician (4 semesters) and Survey Assistant (2 semesters). Graduates from all three programs are eligible for certification at the appropriate level by the Association of Certified Survey Technicians and Technologists of Ontario.

Job Descriptions

The occupational functions of the surveyor vary widely. In a technical capacity progress may be made from the relatively simple tasks given the recent graduate to complex technical responsibilities where the exercise of judgement is required and where responsible decisions are essential.

Because managerial or supervisory potential depends more on the individual's initiative and capability rather than amount of education, the jobs listed below may be filled by a person from any of the three categories. However, it is reasonable to assume that the more highly qualified the person is the more likely he or she is to rise to the top. Consequently the graduate in any course could expect to find a job description to fit some of the following:

Field positions such as chainman/woman, rodman/woman, instrumentman/woman, party chief or supervisor.

Office Positions — draftsperson, computer, title searcher, supervisor or office manager under the general direction of an Ontario Land Surveyor or Engineer in the following fields: laying out new property divisions and buildings; retracing old property boundaries; planning new subdivisons; route location for highways, pipe-lines and utilities; preparing maps and drawings prior to engineering design; providing control for construction projects; determining quantities and positions in mining and construction; organization of earth resources; mapping land divisions; determining depths and positions in marine applications; determining whether the law fits the physical facts.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent. Applicants for the technologist program should have a high standing in mathematics in years 3 and 4 at, or above, the general level.

Recommended Background

Credits in physics, drafting and surveying are desirable.

Tool and Die Design Technician

4 Semesters

The tool and die design technician works in the drawing and design offices of manufacturing companies. The tool designer helps decide the various ways products are to be manufactured, develops the manufacturing sequence and decides what tooling is needed to make each part, and creates the designs for special tools such as jigs, fixtures and dies which play a vital role in modern manufacturing practice.

This two year program is divided into four semesters which cover the theoretical and practical aspects of tool design. The student will be stationed at one of the design tables in our design office. This practical approach is the same as would be encountered in industry. The well equipped design office and library, give the student a realistic environment in which to develop skills. An up-to-date machine shop is available to test the practicality of designs developed in the design office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

Graduates may be employed in various manufacturing industries such as automotive and aeronautical, consulting engineering firms and specialized tooling companies in their tool design offices. Other career opportunities may be available in technical sales, manufacturing engineering and production expediting.

Job Descriptions

Tool Designer — The technician is capable of working in a drawing office. The work area could encompass jig and fixture design, die design, and special machine design, as part of the design team with designers, engineers and production personnel.

Technical Salesman — Knowledge of machine tools, types of steel, methods of production and tool design enables the technician to be sales representative for an industrial company.

Estimator-Planner — This position involves working with production personnel to determine the exact production procedures, location of production facilities, and cost of manufacture.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and machine shop practice would be advantageous.

Toolmaking Technician

4 Semesters

Graduates of the two-year Toolmaking Technician program can look forward to a career in the modern production process, one that demands skill, application, accuracy and cost-consciousness.

Instruction combines theoretical and practical training in toolmaking and related subjects in well-equipped machine shops and laboratories.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Toolmaking — Toolmaking involves planning, design, layout and fabrication of tools such as jigs, fixtures and gauges, using standard toolroom equipment.

Diemaking — Diemaking involves cost conscious design and fabrication of the following types of dies; blank, pierce, progressive, draw and cutoff.

Mouldmaking — Mouldmaking involves the fabrication and tryout of extrusion dies and injection mould inserts, as applied to the Plastics Industry.

Numerical Control — Numerical control involves manual and computer programming, Numerical Control Machine setup and operation.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in machine shop are desirable.

Welding Specialist

2 Semesters

This program combines practical instruction in well equipped shops and laboratories with complementary coverage of theory and selected related areas required for a wide range of welding-related occupations. Emphasis is placed on the selection, operation, trouble shooting and industrial application of manual, semi-automatic, and fully automatic welding equipment. A successful graduate will have a sound background in weld inspection, quality control, production procedures and metallurgical principles along with a variety of manipulative welding skills.

Career Prospects

As the Welding Industry continues to make use of a greater variety of sophisticated equipment and processes, the need for personnel trained in its selection, use, and maintenance is rapidly expanding.

Job Descriptions

Manufacturing — The Welding Specialist possesses the manipulative skills necessary for working as a welder in a great many industries. Many graduates prefer to gain practical industrial experience in this manner before proceeding to a position at the technicial level.

The Welding Specialist graduate is also competent to enter positions in industry which involve quality control and weld inspection, development of procedures, maintenance and trouble-shooting of semi- and fully-automatic equipment.

Weld Inspection — The Welding Specialist has received instruction which will permit entry to the field of weld inspection, either for a company specializing in this service, or for an organization which maintains its own weld inspection division.

Sales — Welding equipment manufacturers and distributors are continually looking for sales personnel who possess a good background knowledge of all types of welding equipment, so that intelligent recommendations can be made to prospective customers.

Technical Service — The installation of complex equipment is usually supervised by a Technical Consultant employed by a manufacturer or distributor. This consultant may also be required to trouble-shoot any problems relating to the equipment and supervise personnel in its operation.

Teaching — Many graduates of our welding programs have entered the teaching profession following a number of years of industrial experience. Because of the extensive practical and theoretical coverage, the Welding Specialist graduate is particularly well equipped for this profession.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent, with one of the following:—

1) specialization in welding in a secondary school
2) successful completion of a Welding Fitter Program in a College of Applied Arts and Technology
3) approved industrial experience

Recommended Background

Credits in mathematics at the senior level are a desirable asset.

Electrical Design Technician

4 Semesters

Electrical design technicians work as electrical draftsmen, designers and estimators with engineering consultants, electrical utilities, electrical manufacturers and electrical contractors.

The Electrical Design Technician program is the same as the Electrical Technician program for the first three semesters (47 weeks) and then concentrates on the area of specialization for the final semester (17 weeks).

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Building systems Design — The graduate is capable of working in an electrical design office of consulting engineers or architects in the design and production of electrical designs and layouts for residential, commercial, and industrial buildings.

Lighting Layouts and Calculations — A graduate electrical design technician may be employed by a lighting fixture company as a salesperson, a designer of lighting fixtures, or as a designer of lighting installations.

Specifications and Estimating — The graduate would be able to write the specifications for an electrical installation and develop an estimate of the cost of such an installation.

Public Utilities — A graduate may be employed by an electrical public utility in the design of sub-stations, transmission lines, and distribution systems for electrical energy.

Supervision — A graduate may assume the duties of a job supervisor and direct the electrical installation to conform to the plans and specifications of the architect and client.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, electricity, and electronics would be useful as background.

Electrical Technician/ Technologist

Electrical technicians both men and women, work in many diverse occupations: as electrical maintenance technicans in industries using machinery controlled by complex electronic circuitry; as test technicians in plants manufacturing electrical equipment (motors, generators, circuit breakers, transformers, etc.); as service technicians for electrical manufacturers; as sales representatives for electrical manufacturers; as sales representatives for electrical equipment suppliers; as construction or maintenance electricians (after a period of apprenticeship); as electrical drafting technicians and designers for electrical utilities, manufacturers and consultants.

George Brown's Electrical Technician program requires 32 weeks of training a year, for two years. Subjects covered include electrical fundamentals, d-c and a-c machines, industrial electronic controls, electrical drafting and related academic subjects.

For the Technology program, two more semesters are added. The program combines both lectures, laboratory, and computer work which is aimed toward making the student able to work on his own with the guidance of his instructors, so that by the time he is ready to graduate he is capable of working independently.

Graduates from the Technology program may become designers in a shorter time than technicians and using their design skills they may progress to management positions.

Graduates will have the academic qualifications for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Processing Industries — Technicians and technologists work as designers and draftspersons in industries such as oil refining where complex processes are monitored and controlled by electrical and electronic devices. Others are employed in maintenance to keep the production output within acceptable limits.

Consultants — Technicians and technologists are employed by Consulting Engineering firms on the preparation of electrical specifications for commercial buildings, electrical drafting, electrical estimating, costing and the design of electrical distribution systems, and lighting design.

Electrical Contractors — Technicians and technologists work as estimators and electrical draftspersons. In addition, those who prefer to work with their hands may become electricians after a suitable apprenticeship period. This can lead to supervisory positions within a relatively short period of time.

Manufacturing — Both electrical technicians and technologists are found in the manufacturing industry (mainly electrical manufacturing, although some find jobs in other manufacturing fields). The jobs cover a wide range of activities: design of electrical components and devices: quality control inspection to determine if the manufactured product meets the design specifications; sales, marketing, and customer relations; electrical drafting and the checking of drawings; electrical maintenance on complex production machinery; on installation and servicing of the manufacturer's products.

Electrical Utilities — Technicians and technologists are employed in the design areas as designers and draftspersons, installation crews working on new substations and extensions to the electrical network, in maintenance departments that are responsible for maintaining continuity of the system and in the system operation field.

Miscellaneous — In addition to the above, technicians and technologists may find positions as inspectors or designers with the Federal, Provincial, or Municipal Government departments. Another field offering employment, after suitable work experience, is technical education in the secondary schools.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

An electrical background is helpful but not essential.

Piano Technician

4 Semesters

The Piano Technician program has been developed in response to demand from performing musicians, private owners of instruments, and such institutions as school boards, universities, concert halls and music schools for technicians trained in piano tuning, instrument preservation and repair.

The program, provides training in piano tuning; action regulation, repair and renewal; string, wrestplank, soundboard and bridge repair and replacement; finish work; harpsichord; cabinetry and refinishing; history of musical instruments; machine shop; older instruments; music appreciation, and a variety of communications, business and academic subjects.

Career Prospects

The piano technician is most often self-employed, working in or from a small workshop. He or she can renovate, rebuild, repair, voice and tune pianos of any action or vintage.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level or equivalent. Satisfactory evidence of normal hearing and manual dexterity based on College tests. Interest in music indicated by Grade 6 standard in Ontario examinations in a musical instrument, or equivalent, or some evidence of extraordinary interest in the craft.

Recommended Background

Manual shop skills are an asset.

Jewellery Arts

6 Semesters

In the Jewellery Arts program, the student learns manufacturing and custom-design techniques by working with jewels and precious metals in one of four areas: goldsmithing, silversmithing, engraving or gem-setting. Learning to visualize the properties of line, form and colour in three-dimensional objects is an integral part of the program.

Students may prepare for examinations of various international associations.

Career Prospects

The graduate may find employment in jewellery workshops, studios or stores.

Job Descriptions

Goldsmithing — The goldsmith uses handtools, dies and various industrial processes to make gold ornaments such as rings, brooches, necklaces and earrings.

Silversmithing — The silversmith uses handtools, dies and various industrial processes to fashion silver articles such as teapots, vases and tableware.

Gemsetter — A Gemsetter cuts away excess metal to provide prongs and seats for stones and works the area around the stones to promote the reflection of light from the precious metal into the stone.

Engraver — An engraver cuts monograms, inscriptions, coats-of-arms, crests and ornamental designs on jewellery, silverware and trophies.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Good eyesight, or corrected vision, is a prerequisite.

Recommended Background

The jeweller requires a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense.

Jewellery Repairs

2 Semesters

This post-graduate program provides a certificate with specialization in the repair of all types of jewellery.

Career Prospects

The skilled repairer may have opportunities to establish a business. The additional knowledge of gemmology acquired in the program gives the repairer the opportunity to open an appraisal and information service.

Job Descriptions

The Jewellery Repairer solders broken articles with a torch or soldering iron, replaces missing or damaged parts, enlarges rings and makes alterations.

Admission Requirements

Graduation from a recognized two-year post-secondary Jewellery Arts program, or a mature person from industry who has been recommended by the Canadian Jewellers' Institute. Good eyesight, or corrected vision, is essential.

Watchmaking

4 Semesters
Optional 5th & 6th Semester

The basic two-year program in watchmaking prepares the student to service, repair and manufacture all types of mechanical time pieces.

After completion of the two-year program the student may qualify to enter an optional third-year to learn how to service all types of complex watch mechanisms including electric and electronic watches.

Instruction is by the project approach for the first three semesters, and a simulated repair shop approach during the fourth, fifth and sixth semester. The College provides the most modern equipment and small tools during the training period. Related horological theory is taught parallel to shop practices.

Job Descriptions

Watchmaker — The graduate from the four semester program is capable of servicing all types of mechanical watches except chronographs.

The graduate of the six semester program is capable of servicing all types of mechanical and electronic watches including chronographs.

Clockmaker — The graduate may specialize in clock repairing and become proficient as a clockmaker.

Precision Instrument Technician — Graduates are capable of adapting their skills to the servicing, construction, inspection and design of precision instruments used in aircraft, hydro and gas installations, chemical laboratories and meteorology.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Any hobby involving work with small mechanisms would be beneficial. Good eyesight (corrected vision is accepted), and mechanical reasoning abilities are essential.

Allied Health Auxiliaries

In 1975, the Ontario government passed legislation which allows expanded roles for dental auxiliaries in the province. The legislation provides for three levels of auxiliaries: the Dental Assistant (Level I), the Dental Hygienist (Level II) and the Dental Hygienist (Expanded Function) (Level III).

George Brown College offers programs at Levels I, II and III.

These programs, through an integrated approach, provide students with courses in the basic dental sciences, as well as training in expanded-duty dental roles.

Certified Dental Assisting

2 Semesters

The Certified Dental Assistant is trained to assist the dentist at the chairside and maintain the patient and dental office records.

Career Prospects

Graduates may expect employment in private practice, public health, and hospitals.

Job Description

The Certified Dental Assistant gives chairside assistance to the dentist and is qualified to take and process x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The Assistant may also become involved in oral hygiene instruction.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in biology and chemistry in years 3 and 4 at, or above, the general level, or equivalent. In addition, candidates must provide proof of typing at 40 w.p.m., attend a selection interview, and undertake an aptitude test.

Dental Hygiene

2 Semesters

The Dental Hygienist is trained to work with the patient under the general supervision of a dentist. Services provided to the patient are of a preventive nature.

Job Description

The Dental Hygienist scales and polishes teeth, polishes amalgam fillings, takes x-rays, applies periodontal packing, takes impressions for study models, places rubber dams, applies fissure sealants and anticariogenic agents. The hygienist may be involved in dietary analysis, counselling and dental health education.

Admission Requirements

Applicants must be Certified Dental Assistants, and may be required to write a provincial selection examination and attend a selection interview.

Dental Hygiene (Expanded Duties)

1 Semester

The Ontario Government legislation described the role of the Expanded Function Dental Hygienist as a Restorative Dentistry Assistant. This dental worker is capable of performing many tasks previously assigned only to a dentist. Included are such activities as placement and finishing of dental restorations, cementation of temporary crowns and some orthodontic procedures.

Job Description

The Expanded Function Dental Hygienist inserts permanent and temporary fillings, cements temporary crowns and prepares orthodontic bands for cementation. The hygienist may also be called upon to remove sutures following surgical procedures.

Admission Requirements

Applicants must be graduates of a Dental Hygiene program and provide proof of Ontario Certification. Candidates may have to write a provincial examination and attend a selection interview.

Dental Technician

6 Semesters

The Dental Technician makes a major contribution to the practice of dentistry. This dental worker fabricates all the various appliances used by the dentist in the treatment of patients.

The program at George Brown is the only one of its kind in this province. The teaching program is highly project oriented and there is a low student-instructor ratio which allows for much individual instruction throughout the program.

Job Descriptions

Employed by a dental laboratory or dentist, the Dental Technician fabricates from a dentist's prescription orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouth guards.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selection interview, take manual dexterity test, and undertake an aptitude test.

Denture Therapy

5 Semesters

In 1974 the Ontario Government passed legislation to establish a new type of dental health worker — the Denture Therapist. This auxiliary may deal directly with the public in carrying out certain functions which were previously the sole prerogative of the dentist.

Students are trained in the technical areas required to fabricate and insert dentures. Instruction also involves an understanding of the patient and includes such subjects as anatomy, physiology, microbiology, bacteriology and nutrition.

Career Prospects

Denture Therapists may choose to practice in a team with other dental health workers, or establish a private practice.

Job Descriptions

The Denture Therapist may work under supervision in the construction of complete or partial dentures and relining or repairing dentures. In private practice the therapist is restricted to the making of complete upper or lower dentures or complete upper and lower dentures and may reline or repair complete dentures only.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selection interview, take a manual dexterity test, and undertake an aptitude test.

Orthotic/ Prosthetics

4 Semesters

The orthotic prosthetic technician is employed in hospitals, rehabilitation centres and private clinics. He or she, in association with the orthotist prosthetist, makes braces and artificial limbs which are fitted to help rehabilitate disabled patients. Appliances are made of plastics, metal, and leather from plaster casts and drawings.

The student can train for this challenging profession in the two-year technician program. The third year which is optional, combined with two years internship in a certified facility, enables the student to sit for certification by the Canadian Board for Certification of Prosthetists and Orthotists.

This program will appeal to people who are interested in working with people and helping patients in their attempts to overcome their disabilities.

Job Descriptions

Orthotic Technician — The Orthotic Technician makes braces from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

Prosthetic Technician — The Prosthetic Technician makes artificial limbs from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics and leathers.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in biology and physics in year 3 and 4 at, or above, the general level, or equivalent. Candidates must undertake an aptitude test.

Applicants must attend a selection interview, take a manual dexterity test, and undertake an aptitude test.

Recommended Background

Machine shop, drafting, and the ability to use hand tools are assets.

Fitness Instructor

4 Semesters

Since people are becoming more aware of the importance of physical fitness, the demand for trained people to operate fitness facilities is increasing. The two-year Fitness Instructor Program trains the student to operate fitness facilities offered by private and government agencies and hospitals.

This program places special emphasis on physical testing procedures and the designing of exercise programs according to the individual's requirements. Extensive laboratory work is included.

Career Prospects

Career prospects for the Fitness Instructor cover a wide range including private business, all levels of government, Parks and Recreation Departments and apartment complexes.

Job Descriptions

Fitness Testing — The Fitness Instructor will possess a working knowledge of fitness testing and evaluation of results, and will be capable of exercise programming based on results and individual needs.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent.

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THE GEORGE BROWN COLLEGE
KENSINGTON CAMPUS
THE GEORG
KENSINGTON CAMPUS

Programs offered at Kensington Campus:

Community Services

Addiction Counsellor 25
Child Care Worker 25
Community Worker 26
Early Childhood Education 27

Fashion Technology

Apparel Management 27
Creative Fashion Design 27
Furniture Production and Design 28

Food Technology

Culinary Management 29
Food and Beverage Management 29
Hotel Management 30

Theatre Arts 31

Addiction Counsellor

4 Semesters

This program prepares the student to be a counsellor in the mental health field with special expertise in chemical dependency including alcohol, serving a variety of individuals, agencies and communities.

The two year program is divided equally into classroom instruction and supervised field work experience.

Through group discussion and field work seminars students have opportunities to increase self-awareness and to develop their strengths.

The field work provides opportunities to practice counselling skills in two settings under the supervision of qualified practitioners. The Diploma requires a total of 1000 hours of supervised field work.

Career Prospects

The Addiction Counsellor finds employment in the traditional fields of addictions, mental health and rehabilitation and also in the emerging field of preventative programs and employee assistance programs.

Job Descriptions

The Addiction Counsellor is able to assess a chemical dependency problem, to suggest a treatment plan, to make appropriate referrals and to work with individuals, families or groups within the community. The Graduates may use their special knowledge and skills in prevention and education programs, residential services and rehabilitation programs. All functions are performed in consultation with or under the supervision of agency personnel.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend an admissions interview. Accepted students must arrange for a medical examination. Applicants with a history of alcohol or chemical dependency will be considered for admission to the program only if the two year period immediately preceding the date of application has been free of such dependency.

Recommended Background

The program is aimed primarily at the older student with volunteer social service experience, post high school work or both.

The person able to communicate well and to show empathy is preferred.

A good command of verbal and written English is required.

Note: The next five year intake will be September 1979. Applications for September 1979 will be considered from January 1979 onwards. This is a limited enrolment program and early application is advised.

Child Care Worker

4 Semesters

The objective of the Child Care Worker program is to prepare skilled child care workers for a creative career as part of a therapeutic team of professionals concerned with the treatment and rehabilitation of disturbed and troubled children both in residential treatment centres and in the community.

The academic subjects offered in the program include Caring for the Disturbed Child, Human Growth and Development, Psychopathology of Childhood, Treatment Philosophies and Therapeutic Programming.

All students have a significant component of on-the-job training through supervised field placements throughout the two year program.

The program emphasizes the development of self-awareness, emotional maturity and professional responsibility.

There is a great need for men as well as women in the child care field.

Career Prospects

Employment for new graduates is primarily in residential settings such as treatment centres and group homes. Experienced graduates are increasingly employed in working with families, schools, community programs and various specialized programs for emotionally disturbed children and adolescents.

Job Descriptions

A Child Care Worker, in a residential setting, is responsible for meeting the physical, emotional, social, educational and recreational needs of the children or adolescents.

A Child Care Worker is also involved in preparing the children or adolescents for re-entry into the community by working with the family, the school and community programs.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent and demonstrated proficiency in English. Volunteer or work experience with older children and/or adolescents. A personal interview is required before acceptance into the program. A medical is also required.

Recommended Background

The ability to cope at a post secondary level in written and verbal communications is necessary.

Community Worker

4 Semesters

The Community Worker program enables people with some experience in community work to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.

The program consists of classroom instruction (mostly seminar style) and field work practice. The practical experience in the community is the primary focus of the program. Opportunities are provided for the student to develop greater understanding and insight into human relationships and organizations through formal instruction and the sharing of life experiences and ideas. Each student is expected to be mature and purposeful and assume the major responsibility for his or her own learning.

Career Prospects

Graduates receive a Diploma in Community Work and should be able to fill jobs now being created in many traditional public or private agencies, to work directly with community groups, or to create their own jobs.

Job Descriptions

The Community Worker is a generalist who has the background, knowledge and skills, flexibility and initiative, to work in a variety of community work-related settings: for example, community worker with residents' or tenants' associations, settlement houses and community based organizations; community relations worker in housing, recreation and education; welfare and youth worker; worker or coordinator of various government funded community projects.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend an admissions interview. Accepted students must arrange for a medical examination.

Recommended Background

Extensive life experience, belief in the involvement of people in decision-making, commitment to social change and previous community involvement are assets. The ability to communicate verbally and in writing is essential.

Note: The next first year intake will be September 1979. Applications for September 1979 will be considered from January 1979 onwards. This is a limited enrolment program and early application is advised.

Early Childhood Education

4 Semesters

This program combines Early Childhood Courses with an added specialization in Infant Care and Development. Students are trained to work with children aged six weeks to 10 years in nursery and day care settings. Emphasis is placed on the provision of family-oriented day care services through courses dealing with human development, creative expression, programming, the family and administration.

Each semester is divided into blocks of eight weeks. One eight week block is for academic studies, the other is for field placement where students have the opportunity to practice with children of all ages in a variety of settings.

Graduates receive an Early Childhood Education Diploma and are eligible, after two years work experience, to apply for certification by the Association for Early Childhood Education of Ontario.

Career Prospects

Graduates may find employment in government and private day care centres and nursery schools. The increasing provision of day care facilities for infants and preschool children indicates continuing good prospects for employment. Graduates also find employment opportunities in the fields of private home day care and in institutional settings for atypical children.

Job Descriptions

Graduates may teach in programs for preschool and school-age children, often in co-operation with parents, and may assist children in daily routines.

They are also qualified to supervise centres, where their duties may include staff hiring, supervising students, counselling families and communication with outside agencies.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants are required to complete a questionnaire and have a personal interview and medical examination.

Recommended Background

Experience of working with infants and young children is desirable, although not essential.

Creative Fashion Design/Apparel Management

4 Semesters plus 2 optional post-graduate semesters

The Apparel Industry in Canada needs new talent in design and fashion concepts to maintain and increase its export markets and its reputation for quality.

In the Creative Fashion Design and Apparel Management programs, emphasis is placed on the study of four major areas: design, style and pattern; industrial high speed sewing machines, often computer-assisted; fibres and fabrics; apparel production technology. The programs have a common first year.

Career Prospects

In Ontario there are over six hundred apparel plants which employ fashion designers, plant managers, creative assistants, supervisors, consumer advisors, sales representatives and fashion illustrators. There are also career opportunities in retail chain stores, testing laboratories and governments.

Job Descriptions

Designer — The designer creates original items of clothing and designs fabrics and accessories.

Apparel Plant or Workroom Manager — The manager's responsibilities include time studies, plant layout, inventory control and fabric utilization.

Furrier — The furrier makes, repairs, alters, designs or cleans fur garments.

Leatherworker — The leatherworker designs, makes and sells leather garments and combinations.

Sales — The designer may work in wholesale houses selling to large department stores or in retail sales and boutiques.

Buyers — The graduate may work as a buyer for wholesale and retail outlets.

Illustrator — The illustrator makes sketches and displays for store windows and newspaper and magazine advertisements.

Fabric Testing and Product Specification — The graduate may be employed to test fabrics and to establish specifications for fabric needs and garments.

Admission Requirements

Ontario Secondary School Graduation Diploma with credit in years 3 and 4 at, or above, the general level, or equivalent plus artistic aptitude, apparel construction skills or a merchandising orientation.

Recommended Background

Credits in Art, Home Economics and Social Sciences are desirable. Mathematics in years 3 and 4 is recommended for Apparel Management students.

Furniture Production and Design

4 Semesters

The program concentrates on the three main skills in furniture manufacturing; cabinet making, finishing and upholstering. In the first year the student will study topics such as construction, technical drawing and blueprint reading, design, factory organization and costing. Materials worked include metals, woods and plastics. During the summer the student will work in the industry.

Career Prospects

An understanding of furniture construction and design enables the graduate to step into supervisory, buying or selling positions or to engage in the assessing and restoring of antiques, and manufacturing. Simulated assembly line training enables the graduate to qualify for in-plant employment.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Experience in drawing and woodworking would be assets.

Culinary Management

4 Semesters

The Culinary Management program provides training in all aspects of food preparation, cooking and presentation to international standards and graduates are well versed in kitchen organization and management. Included in the program are two six-week periods of supervised work experience under top Toronto chefs.

After three years of work in the industry graduates will be eligible to write the professional certification examination of the Escoffier Club.

Career Prospects

Career opportunities in the field of professional food preparation are excellent. As changing life styles influence more and more people to dine out so has the demand for professional chefs increased — by more than 50% in the last three years alone. Graduates will find employment in large hotel and food operations as well as in the more intimate restaurants and clubs.

Job Descriptions

Chef de Partie — reporting directly to the Sous (assistant) Chef, the Chef de Partie is responsible for the operation of a major department (partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.

Sous Chef — reporting directly to the Executive Chef, the Sous Chef is responsible for the day to day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality, appearance and cost. The Sous Chef is also fully responsible for the kitchen in the absence of the Executive Chef.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Food and Beverage Management

The food industry is the most rapidly expanding service sector of Canada's economy. By 1980 it will offer more than 79,000 new jobs. Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Students graduate with thorough training in practical skills and management techniques, using modern facilities which include fully-equipped bars and food preparation stations, a private, licensed dining lounge, and a frozen food laboratory.

The latest innovations in food service management are learnt with a computerized menu planning system as well as banquet catering, beverage control, restaurant accounting, nutrition and personnel management.

The College has co-operative training programs with many of Toronto's top restaurants and catering establishments, so second-year students can spend two months working with managers, learning every aspect of food management on the job.

Career Prospects

Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as a management trainee, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

Job Descriptions

Management Trainee — The Management Trainee works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager — The Manager is responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager — The Food and Beverage Manager is responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, quality control, sanitation, and an excellent food production system.

Owner — Graduates, with access to financial backing, may take up the challenge of opening their own food establishment. Often having started out with small fast food or speciality restaurants, several of our graduates own and operate successful food operations.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Hotel Management

Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs young men and women who are prepared to meet the challenge it offers.

The Hotel/Motel Administration program gives the student the training to enter this field. Students learn practical skills in the most modern facilities available including fully-equipped bars and food preparation stations, a private licensed dining lounge and a front desk classroom with individual reception desks. Management techniques are learnt with the aid of a computerized model of a hotel operation.

In the well-established co-operative training program second-year students spend two months with the department heads of world-famous Toronto hotels learning under expert supervision what the hotel industry is all about.

Career Prospects

Graduates can look forward to a variety of positions within a hotel such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely-related food service industry.

Job Descriptions

Front Office and Reception — The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

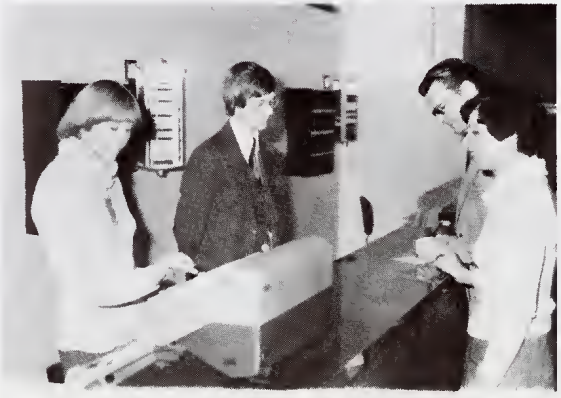
Sales — The salesperson visits local and out of town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing — The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Food and Beverage — The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets — The banquet manager supervises the set up and service of banquets, weddings, receptions, meetings and conventions.

Accounting — The food and beverage controller compiles cost and profit statistics, pricing menus, forecasting business trends and reporting to management on cost-saving measures.



Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Theatre Arts

4 Semesters

In response to the revival of interest in musical comedy, musical drama and cabaret, the Theatre Arts program places its emphasis on training in the related disciplines of musical theatre.

This two-year program provides an opportunity to gain a foundation of skills, practicalities, traditions, and professionalism for the performing arts.

Enrolment is limited, ensuring that considerable personal attention is given to each student. Faculty members are all practitioners in the professional world of stage and/or screen.

Close contact is maintained with local theatres and studios, and students have an opportunity to experience the workings of these organizations at first hand.

Classes are approximately 35 hours a week for 32 weeks, over two semesters each year.

Major courses include acting (including improvisation, text study, characterisation, scene work, workshop production); voice and speech; mime and dramatic movement; dance (basic ballet and modern stage); vocal music (solo and choral); set design and basic construction; costume design; basic construction and wardrobe operation; performance production for stage and camera; video and radio performance techniques.

Minor courses include make-up for stage and camera; lighting and sound; audio-visual equipment; stage management and production management; career management, history of the theatre; study of scripts and lyrics.

On successful completion of the program students receive a diploma. A third year, more specialized post-diploma course is under consideration.

Career Prospects

An ever-expanding international market creates a consistent, though competitive, demand for well-oriented talent in a widening range of educational, entertainment, and commercial activities.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in levels 3 and 4 at, or above, the general level, or equivalent. Applicants are interviewed and auditioned before acceptance.

ST. JAMES CAMPUS

Programs offered at St. James Campus:

Business & Commerce

Accounting	34
Business Administration	37
Business General	35
Court Reporting (Stenographic)	40
Court Reporting (Stenomask)	41
Electronic Data Processing	34
Insurance	36
Marketing	35
Medical Dicta-Typing	40
Physical Distribution	36
Residential Construction Management	41
Residential Property Management	42
Sales	37
Secretarial Arts (General Executive)	38
Secretarial Arts (Legal)	39
Secretarial Arts (Medical)	39

Electro-Mechanical Technology

Acoustics Technician	42
Electronics Technician	43
Electronics Technologist	44
Industrial Instrumentation Technician	45
Industrial Instrumentation Technologist	46

Graphic Arts

Graphic Arts (Printing) Technician	47
Graphic Design Technician	49
Diploma Nursing Program	50

Business

Business today offers a wide choice of interesting, well-paying careers.

There is a growing need for competent, skilled people in accounting, marketing, data processing, physical distribution, insurance, general business administration and sales positions.

George Brown's Business and Commerce Division can give the highly concentrated training needed to enter the specialty area of the student's choice.

The first semester of all the two-year business programs is the same. This provides a broad introduction to business. Subjects include language and communication, business mathematics, introduction to accounting, data processing, marketing, insurance, and physical distribution.

In the second semester, students start to specialize in one of the areas listed below.

Option 1 — Accounting

Option 2 — Electronic Data Processing

Option 3 — Marketing

Option 4 — General Business

Option 5 — Physical Distribution

Option 6 — Insurance

Graduates of two-year programs may also qualify for a fifth semester in the Business Administration Program.

Accounting

4 Semesters

Option 1

The courses included in this program provide a valuable preparation for students interested in accounting careers in business, government and industry. Students who wish to obtain a professional accounting designation may be granted advanced standing in specified courses by the Certified General Accountants Association and the Society of Industrial Accountants.

Career Prospects

Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Large firms tend to prefer graduates with leadership potential, a thorough knowledge of accounting skills plus self confidence, and the ability to communicate freely. The new graduate may obtain employment in a training program which will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, credit.

In smaller firms, the graduate will probably be expected to perform a wider range of accounting tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Electronic Data Processing

4 Semesters

Option 2

Students of this program are trained in the theoretical and practical applications of computers to business. The program is of particular interest to those who are interested in a career as a computer programmer or who wish to advance to the level of systems analyst.

Students are exposed to several programming languages, with emphasis on COBOL, the language used most widely in industry. Skill is developed by work on realistic application problems. In addition, a conceptual understanding of systems analysis and design is developed by a combined lecture and project approach, re-enforced by extensive readings. Senior students are exposed to the current state of the art through discussion of selected articles from trade journals.

Graduates receive a diploma in EDP, and are technically equipped to work as junior computer programmers.

Job Descriptions

Computer Programmer — Working from a detailed description of a proposed application, a programmer defines the logic of a solution and codes computer instructions to generate the desired results from the computer.

Systems Analyst — Working with people from the department requesting computer service, a systems analyst examines and improves upon existing applications and coordinates the definition of proposed applications, including cost estimates and implementation schedules. This is a senior position to which a programmer may be advanced after several years of experience.

Computer Operator — Working from a schedule of jobs to be run, an operator monitors the running of the computer and follows written directions in response to specific snags which may arise. Graduates from our EDP program are able to quickly learn the specific requirements for operating any particular computer.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Facility in both oral and written communication is required for advancement to senior positions since report writing, interviewing and conducting presentations are key activities.

Marketing

4 Semesters

Option 3

The marketing program is very highly concentrated in marketing subjects and is designed to prepare the student for a career in the field of marketing management, advertising, sales, marketing research or retail management.

The program makes extensive use of computerized decision-making simulations, case studies, research, with substantial use of video tape and related visual learning resources. The downtown location of the campus makes it ideal for field trips and industry projects.

Career Prospects

Excellent opportunities exist, requiring varying degrees of skill and management potential. Many graduates start their training in sales or other marketing functions and quickly rise to junior positions in product management, retail management, marketing research, advertising, and sales.

Job Descriptions

Assistant to Product Manager — The graduate assists in developing product objectives and marketing strategy and deals with the issues of promotion, pricing, distribution, product packaging, content and design.

Retail Management Trainee — Graduates frequently enter training programs offered by progressive retailers and, with minimum training, become capable of operating a department or branch. This involves employee management, merchandising, controls, promotion management and store layout and design.

Marketing Researcher — The graduate develops research instruments to achieve specific research objectives, gathers the data, analyzes the results and plans action.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Proficiency in oral and written communication is highly desirable.

Business General

4 Semesters

Option 4

This program is designed for the student who seeks a broad, well integrated education in the field of business, as well as the opportunity to concentrate on more than one major subject area. In the second, third and fourth semesters, considerable flexibility is provided in that students select courses from other business options, under the guidance of faculty members.

Career Prospects

Career prospects in management trainee positions are available in a wide range of organizations such as governments, financial institutions, public institutions, public utilities, merchandising, manufacturing, small business, cooperatives and labour unions.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Proficiency in oral and written communication is an asset.

Physical Distribution

4 Semesters

Option 5

In the two-year Physical Distribution Program students get a thorough grounding in the processes involved in moving goods from producer to consumer, at the local, national, and international level.

Career Prospects

The economical distribution of products and services is of major importance in Canada's modern economy. Careers exist in business and industry in wholesaling, retailing, manufacturing and service operations as well as with various governmental agencies and institutions such as hospitals and schools.

Job Descriptions

Physical Distribution Analyst — The analyst's responsibility is to investigate and improve the efficiency of any, or all, parts of an organization's distribution system. This could involve recommending the best location and size for a new warehouse; investigating the rates and qualities of various transportation methods; recommending optimum quantities to ship.

Purchasing Agent — The purchasing agent's responsibility is to seek the best suppliers in terms of price, quality, delivery, and service; then, using past records and forecasts of future needs, to order the most economical quantities that minimize total inventory cost.

Traffic Freight Analyst — An excellent job opportunity is found in the various fields of transportation. There is potential for moving up in various aspects such as distribution management, claims or insurance, inventory control, freight handling and storage, shipping and receiving, trucking operations, terminal supervision, rating, freight and dispatching.

Other job titles include inventory co-ordinator, import/export agent, distribution centre supervisor, customer service representative and traffic rate analyst.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Insurance

4 Semesters

Option 6

This option is available for those students who wish to pursue careers in the Property/Casualty Insurance industry. The graduate of the program will have a thorough theoretical knowledge of the basic principles and procedures of the business, with specific instruction in Property Insurance, Liability Insurance, Automobile Insurance as well as other coverages and business related subjects.

Career Prospects

The Property/Casualty Insurance industry is anxious to hire graduates of this type of program.

Graduates of the program may advance rapidly in the industry. Be it in agency, adjusting, association, brokerage or company ranks, graduates will have an opportunity to apply their theoretical knowledge in actual work situations.

After one year in the industry, the graduate becomes automatically eligible for election as an Associate of The Insurance Institute of Canada (A.I.I.C.), the first step towards the industry's highest professional designation, Fellow of The Insurance Institute of Canada (F.I.I.C.)

Job Description

Trainee Underwriter — Using rate manuals, and established procedures, a trainee underwriter reviews applications for limited amounts of coverage on simple risks. The trainee accepts or declines cases normally requiring limited technical knowledge or experience and refers complex and unusual risks to superiors.

Claims Representative — The representative handles claims promptly, equitably and economically within the provisions of the Insurance contract; investigates damage or loss; negotiates and settles assigned claims within an authorized amount; produces reports on the results of all investigations and negotiations to the claims supervisor and recommends further action on claims exceeding his authority.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Business Administration

5 Semesters

Option 7

This program is for those students who, having completed a four semester business program at George Brown College with a good academic record, desire to proceed into more advanced areas of study in Business Administration. It integrates the students' more advanced learning into a broader view of an organization as a whole. In addition, students increase their specialized knowledge through research projects in their major fields of study. Advanced decision-making, planning and central skills are developed through the use of modern learning techniques.

Career Prospects

Students with these advanced credentials have greater job opportunities in many business and government organizations at levels higher than a graduate from a two year (4 semester) program.

Job Descriptions

Management Trainee — The trainee enters the organization at various levels and is trained and developed through movement upward in the organization in various tasks and job areas, eventually becoming a manager.

Admission Requirements

Two year Business diploma in accounting, data processing, general business, marketing, insurance or physical distribution taken at George Brown College.

Sales

2 Semesters

The one year sales program has been developed to assist the aspiring salesperson to develop sales skills, and enough general business administration knowledge to permit effective management of the sales force.

The study of buying psychology and sales presentation theory followed by video sales presentations in a business atmosphere with color T.V. playback gives the student unique experience in handling sales calls at the industrial sales level.

During the two semesters of instruction the student obtains an understanding of the sales quotation letter, business letter writing, business mathematics, basic marketing, accounting, human relations and other business functions.

Career Prospects

On employment, the graduate will spend a training period learning about the employer's products or services, customers, and policies. The graduate's education is broad enough to speed up the training process and provide the understanding which leads to management opportunities in sales, client service and customer relations.

Job Descriptions

Salesman in Training — A junior sales position while learning the technical aspects of the product and the customer use of the product. This leads to a higher paying senior sales position.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

The ability to succeed with a minimum of supervision is essential.

Secretarial Arts

All students who wish to pursue programs in general-executive, legal or medical secretarial arts, take a common first year of introductory and general background courses. The main purpose is to provide the student with a solid foundation in secretarial skills.

Toward the end of first year, the student decides which course of study to pursue. These are described in the following pages as:

OPTION 1 — General Executive

OPTION 2 — Legal

OPTION 3 — Medical

Each of these programs provides intensive study in the major subject area for an additional two semesters, and provides a 2-year diploma in Secretarial Arts.

Secretarial Arts (General Executive)

4 Semesters

Option I

This program is designed to give the students skills, abilities and knowledge to keep abreast of the new office procedures resulting from technological changes and innovations. With the aid of the most modern equipment, including a steno lab, the technical training is kept at a high level of achievement.

Career Prospects

General executive secretaries are in demand by small businesses, large corporations, real estate offices, boards of education, and other institutions.

Job Descriptions

The general executive secretary is capable of taking dictation of material and transcribing it accurately and efficiently, and is an essential part of the office scene able to act as an assistant to the employer. He or she is equipped to attend conferences, arrange travel plans and meetings and eventually participate to a certain extent in decision-making.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Recommended Background

Credits in English and communication skills are strongly recommended as background.

No previous knowledge of shorthand or typewriting is required, however, if the applicant has 45-50 w.p.m. in typing and 80-100 in Pitman or machine shorthand, credits may be granted towards the first year of the program.

Secretarial Arts (Legal)

4 Semesters

Option 2

There is probably no secretarial postion in which the work is more varied than that of a legal secretary.

The Legal Secretary program is designed to prepare the student for employment in one of these challenging positions. Students will become familiar with legal terminology and will see how to prepare and handle a variety of legal instruments and court documents. They will learn the principles upon which Canadian law is based and will have an opportunity to see justice in action by sitting in, as observers, in court rooms where trials and appeals are being conducted. In the final months of the program, students will spend one week as trainees in law offices.

Career Prospects

There is a great demand for qualified legal secretaries to work in private law firms and in institutional legal departments. Alternatively, successful candidates may wish to enter into Court Reporting (see separate program description for details).

Job Descriptions

In addition to preparing correspondence and legal documents, legal secretaries frequently make appointments, schedule meetings, research background information and many other activities to assist their employers in the smooth operation of the law office.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Secretarial Arts (Medical)

4 Semesters

Option 3

The Secretarial Arts (Medical) program is offered to students who have mastered the stenographic fundamentals and who have a special interest in the medical field.

All phases of medical secretarial work are explored. Medical terminology, anatomy, medical office procedures and medical office accounting are covered.

After specialized training, the students will graduate with well-developed skills, with a wide choice of job opportunities.

Career Prospects

There is a continous demand for medical secretaries with either shorthand or dictaphone skills to work in hospitals, clinics and doctors' offices.

Job Descriptions

The medical secretary is called upon to do a variety of work making appointments and taking information from patients, handling correspondence and reports. The secretary must be responsible, able to work with a minimum of supervision, and be sensitive to the needs of patients.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Medical Dicta-Typing

2 Semesters

A one-year Medical-Dictaphone program is offered to applicants who have a minimum typing speed of 45 w.p.m. and who do not want short-hand in their program. It is a certificate course as opposed to the two-year diploma program which has shorthand.

Career Prospects

There is a continuous demand for medical dicta-typists in hospitals, clinics and doctors' offices.

Job Descriptions

Medical dicta typing is a useful additional skill for those interested in working as a doctor's receptionist. There are also many opportunities for well-trained graduates in the hospital services. Most hospitals have on staff a number of people who can intelligently and knowledgeably transcribe recorded medical reports into acceptable typewritten form.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Recommended Background

English and communication skills are strongly recommended.

Court Reporting (Stenographic)

2 Semesters

This is an intensive course in reporting skills which will prepare the student for employment in the court reporting field. The course of study, as well as covering many other areas, includes actual experience in the courts working with an experienced court reporter. The Chartered Shorthand Reporters' Association examination can be written on completion of the course.

Career Prospects

Reporters are in great demand in the Supreme, County and Provincial Courts and the Special Examiners' Offices. There is also a wealth of opportunity for employment for those who desire to do free-lance work.

Reporting in this area covers events such as special hearings and conventions.

Job Descriptions

It is the court reporter's responsibility to make a verbatim report of the proceedings of the court.

The importance of accuracy cannot be over-emphasized as the outcome of a trial could be affected by the court reporter's transcript. Those who engage in this profession have to be highly skilled, accurate workers who can take pressure and long hours in their stride.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4, including English, at or above the general level, or equivalent. Applicants may be required to take a written English test with a required passing grade of 65%.

Shorthand speed (Pitman or machine) of 120 w.p.m. on straight matter for five minutes and 45 w.p.m. in typewriting. Applicants may be required to demonstrate this proficiency. Those who meet the shorthand requirements will continue their reporting studies in the shorthand system in which they have qualified.

Recommended Background

A high degree of manual dexterity and communication skill is strongly recommended. Related business experience, or successful completion of a recognized legal secretarial arts program, would be beneficial.

Court Reporting (Stenomask)

2 Semesters

Stenomask reporting is an alternative to shorthand for recording court proceedings which are later transcribed into typewritten form. Using stenomask equipment, the court reporter repeats what is being said into a "mask" which is attached into a recording device. A speed of up to 250 words per minute is required.

Students will follow the same program of study as in the regular Court Reporting program, except that they will develop their recording skills on the stenomask rather than in shorthand.

Career Prospects

Stenomask reporting is now an approved technique in certain courts and other judicial bodies. The Ontario government formerly did the training but recently asked the College to take on this responsibility. The new course is in direct response to the government's request.

Graduates will be prepared for careers in the following areas: County Court, Criminal and Family Division of the Provincial Courts, Special Examiners' offices and convention reporting. There are also many opportunities for those who wish to free-lance.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in year 3 and 4 at, or above, the general level, or equivalent. An interview is required. Applicants must have a minimum typewriting speed of 35 w.p.m.

Recommended Background

English and communication skills are strongly recommended.

Residential Construction Management

4 Semesters

Residential construction is a field that significantly differs from general construction. In close consultation with the Housing and Urban Development Association of Canada (HUDAC), George Brown College has developed a program that is weighted heavily in the areas of business organization and management, with 50 percent of school time spent in the technical area. In addition, during the months of June, July and August, the student will be employed by a construction company and apply his knowledge in a real work situation. The employer will be asked to submit to the College an assessment of the student's performance on the job.

Career Prospects

Home builders are looking for personnel who are trained in all aspects of the residential construction industry including technology, management, finance, law, sales, purchasing, advertising and public relations. They must have the ability to identify good tradesmen and good quality workmanship but they do not necessarily have to be able to perform the trades themselves. They must have leadership qualities so they can qualify for management in large construction companies or as supervisors of small to medium building firms. The Residential Construction Management program has been developed especially to fill this need in industry.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Residential Property Management

4 Semesters

The curriculum of this program was developed by leaders of the property management industry and is intended to prepare candidates for certification in the public and private sectors. Emphasis will be placed on sound business administration, marketing, accounting, law, personnel management and insurance, purchasing and inventory control, security and safety, resident relations, maintenance and housekeeping.

Lectures, case studies and practical on-site assignments will be provided to enable the student to deal effectively with day to day property management problems. This full-time program includes college-supervised work experience under qualified managers.

Graduates are eligible for professional designation by the Housing and Urban Development Association of Canada and the Institute of Housing Management.

Career Prospects

Indications are that condominiums, public and rental housing will form the bulk of available housing in urban areas in the future, so the need for professional managers will increase.

Job Descriptions

Leasing — The property manager is responsible for the leasing program of rental projects.

Public Relations — The property manager interprets company policy for the tenant and maintains a positive image for his projects.

Maintenance and Housekeeping — The property manager establishes and maintains day to day and long term programs to ensure the maximum income flow for the buildings.

Feasibility Studies — The property manager determines how to correct problem areas and to make recommendations before construction begins, sets up and controls rent and collection schedules, and deals with contractors in the tendering and authorizing of contracts.

Management — The property manager is responsible for the efficient, economic and competitive management of rental, condominium or public housing and must understand and interpret company policy.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. All applicants are interviewed by a professional property manager.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Acoustics Technician

4 Semesters

The Acoustics Technician program provides a thorough grounding in principles of acoustic design, sound analysis and modern practices of noise control and hearing conservation. Students are trained in well-equipped laboratories in the operation of professional and industrial instruments used for sound and vibration measurement and analysis for audiometric screening and audio reproduction.

Application has been made for certification of graduates by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Sound and Vibration Measurement — The technician's training, with a "hands-on" approach in the measurement and analysis of sound vibration, provides the skills needed to perform these tasks in industry.

Noise Control Inspector — The Acoustics Technician program has been approved by the Ontario Ministry of the Environment. Graduates are eligible for certification at Level II Noise Control Inspector by the Ministry.

Industrial Hearing Conservation — Skills in audiometric screening, sound and vibration measurement and analysis, and in noise control enables the technician to be a valuable member of the industrial hearing conservation staff.

Audio — A working knowledge of professional quality audio equipment as well as sound reinforcement equipment enables the technician to work effectively with the audio engineering staff, in operations and maintenance.

Sales — Using knowledge of audio, noise control products and techniques and of business organization and marketing, the technician may become a member of the sales organization.

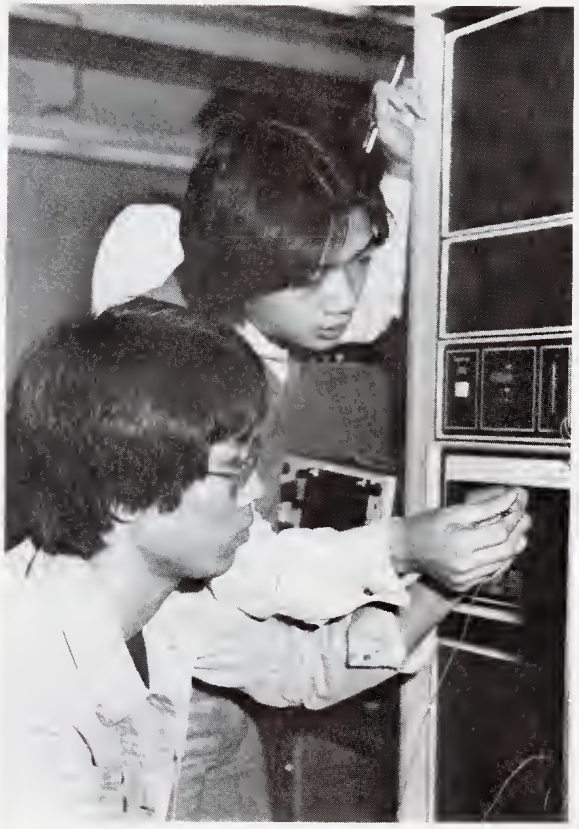
Architectural Acoustics — Skills in drafting, architectural and engineering drawing, noise and vibration control, and building codes enables the technician to work effectively with the architect or engineer.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in drafting and electricity/ electronics are desirable.



Electronics Technician

4 Semesters

The Electronics Technician program provides both men and women with the opportunity to work in the maintenance, installation, production, design or research phases of the Electronics industry. In order to better qualify the graduate for immediate productive work in industry, the program has been designed so that in the second year the student specializes in one of the following areas: Communications, Computers, ETV/TV Broadcast. Graduates of this program are now employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed circuit television studios, in the oil industry, and in the installation of computer and communications systems. Graduates have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as a Senior Engineering Technician.

Job Descriptions

Installation Technician — The Installation Technician goes to the customer's premises and installs or modifies company components and systems, performs tests to insure satisfactory operation, and instructs the customer in the operation. If the company deals in systems, for example, large computers or aircraft guidance systems, there might be an installation team with several installation technicians.

Maintenance Technician — The Maintenance Technician does periodic testing and performs scheduled preventative maintenance on equipment at the customer's place of

business. For example, on servicing computer terminals, the paper punch unit, tape reader and key board must be cleaned and oiled on a regular schedule along with voltage and current checks of the electronics circuits. In servicing video systems, the technician would periodically check the response of the T.V. camera tube, make the necessary electronic adjustments and repair.

Calibration Technician — The Calibration Technician is specially trained by the company to calibrate their electronic equipment to company and government standards. This is an exacting job and requires that the technician work to very close tolerances.

Service Technician — The Service Technician locates and repairs faults which occur on company equipment. This requires a detailed knowledge of the company equipment and expertise in diagnostics. If the customer brings unserviceable equipment to the company's premises the technician may be called a Bench Technician. In some companies a bench technician may be assigned to a project group where he will build prototypes from engineering drawings, run tests and make minor modifications.

Production Technician — The Production Technician ensures that the product meets the specifications and may troubleshoot and repair faulty products.

Design, Research and Development Technician — The Design, Research and Development Technician modifies existing equipment, prepares new designs, including calculations, for approval, builds and calibrates test equipment, and performs tests during the research, design, and development phases of a new product or technique.

Plant Technician — The Plant Technician modifies, repairs and installs electronic equipment and instruments associated with the industrial process.

Technical Writer — The Technical Writer prepares reports, bulletins and specifications including the drawings, illustrations, graphs and tables for company products and proposals.

Sales Technician — The Sales Technician works directly with the customer in an advisory capacity and prepares quotations on company products.

Note:

1. In large firms the graduate may perform only one of these tasks initially, but several or all of the tasks on progress through the company's organizational hierarchy.
2. In small companies the graduate may do some or all of these tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/ electronics, mechanics, chemistry and computer programming would be a useful background. The technician is usually working with the customer; therefore, an ability to work with and to communicate effectively with others is most essential.

Electronics Technologist

6 Semesters

This coeducational program was developed to meet the needs of industry for Engineering Technologists with a practical and theoretical knowledge who will be able to work effectively in the many areas of Electronics. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides the student with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems (computers, communication); quality control; management; marketing; and research. Because of the depth of knowledge required by the Technologist, the college will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying, may be transferred to the Electronics Technician.Graduate Technologists have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as an Engineering Technologist.

Job Descriptions

The technologist may start a career in any of the jobs listed for electronic technician; the additional training offers opportunities for promotion to more challenging technical positions and to supervisory or managerial positions.

Design Technologist — As a member of a design team, the technologist designs electronic apparatus or portions of complex electronic circuits including the test procedures and the writing of the specifications.

Research and Development Technologist — As a member of the research and development team, the technologist assists in the project by building, testing and conducting experiments on electronic equipment. From the experiments, the technologists will analyse the results and prepare the technical data for publication.

Technical Sales Technologist — The Technical Sales Technologist gives technical assistance to customers in the selection and use of electronic components, equipment and systems, and provides the customer with quotations and after sales servicing.

Technical Writing — In an engineering office the technologist may edit engineering reports and compile reports, bulletins, and specifications.

Quality Control Technologist — In a manufacturing company, the technologist may be required to establish and maintain a product inspection service and suggest changes on manufacturing procedure or component selection.

Plant Engineering Technologist — Through liaison with the various departments of a company the technologist will ensure the effective co-ordination of services from the initial design to the efficient utilization of equipment and space in the manufacturing stage.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programming at year 4 and mathematics at year 5 would be useful background.

Industrial Instrumentation Technician

4 Semesters

The Instrumentation Technician works in all phases of industry using automatic controls. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a sound grounding in pneumatic instrumentation, electronic instrumentation, computers and related academic subjects.

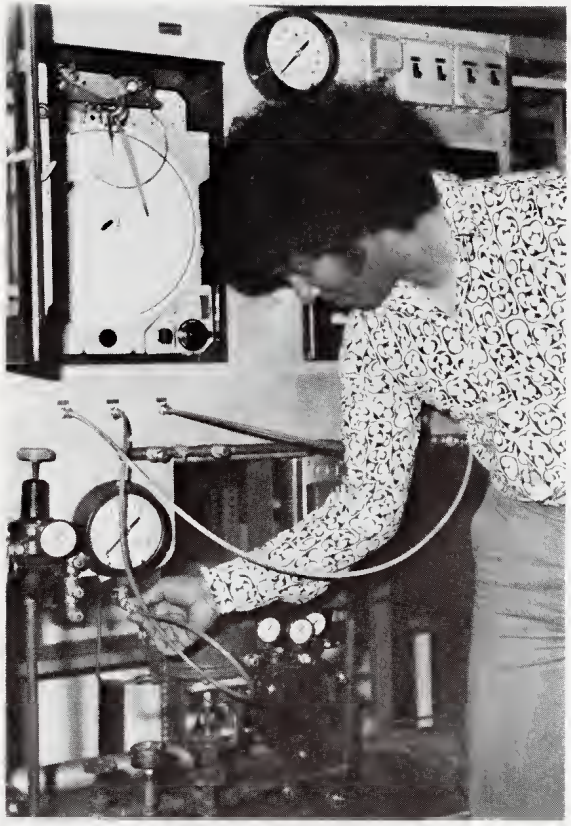
Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The graduate technician's training prepares for careers that range from the computerized control of a nuclear power plant to the electronic and pneumatic control of a fertilizer process.

Job Descriptions

Plant Maintenance and Design Modification — The technician will be capable of the operation, maintenance and modification of control loops, which may contain temperature, pressure, level, and flow controlling devices, and analytical instruments such as the gas chromatograph. In many cases these instruments will be monitored by computer. The technician may work with one or more junior personnel.



Environmental Control — The technician will be capable of operating, maintaining and modifying environmental control instruments used in the monitoring and control of water and air pollution in both private industry and governmental agencies.

New Plant Constructions — The technician may be part of a team which installs instrument control systems, and commissions control loops, during the initial stages of new processes.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/ electronics, mechanics, chemistry and computer programming would be a useful background. The technician is usually working with many diverse departments in an industrial plant, or with customers, if in sales, therefore, an ability to work and communicate effectively with others is most essential.

Industrial Instrumentation Technologist

6 Semesters

The Instrumentation Technologist works mainly in design and systems modification. Job opportunities range from challenging positions in research and development to sales and service for instrument manufacturers.

The Industrial Instrumentation Technology program gives a six semester program in two years.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a firm grounding in electronic instrumentation, pneumatic instrumentation, computer technology and related academic subjects.

Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The technologist's role in industry is primarily in system design and modification However, specialization in one specific aspect of instrumentation such as computer control. analysis instrumentation or electronic instrumentation may be selected.

Job Descriptions

Consulting and Design — The technologist may initially be a member of a team of specialists designing and drafting new instrumentation systems and modifying existing installations, and, with experience, may supervise the commissioning and installation of systems for new processes.

Plant Maintenance — The technologist, after a suitable orientation period, will be capable of supervising a team of technicians and other personnel in the maintenance and modification of control systems, of individual control loops containing temperature, pressure level and flow measuring devices, and of analytical instruments and mini-computers. The co-ordination and scheduling of instrument maintenance in relation to other trades may also be the responsibility of the technologist.

Computer Interphasing — In the past, computer personnel looked after computer maintenance, and instrument personnel looked after their own maintenance and modifications. The instrumentation technologist has an ever-expanding role to play in the field of computer interphasing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics and computer programming at level 4 and mathematics at level 5 would be useful background. Year 4 chemistry is highly recommended.

Graphic Arts (Printing) Technician

6 Semesters

The printing industry is one of the largest employers in the Toronto area, which in turn is known as a centre of superior quality printing companies. Several years ago, a survey of the industry indicated a real need for highly trained technicians to permit the industry to expand.

The printing technology department has the most modern presses, photocomposition equipment, process cameras, electronic colour scanners, stripping, platemaking and bindery equipment.

Technicians in the 3 year program take "hands-on" technical training in eight major areas for each of the first two years and then select one area, such as presswork, photocomposition, camera and stripping, bindery or quality control, in which to specialize in the third year.

Job Descriptions

Phototypesetter — The phototypesetter uses a special purpose computer to set type images using a keyboard unit. A tape is produced at the keyboard which contains both instructions for the computer and the information to be typographically arranged.

Mark-Up Person — The mark-up person takes a designer's layout and, using copyfitting aids and a catalogue of type styles, writes instructions on the copy to the typesetter. This person may occasionally be required to take "raw" copy and produce both a design and mark-up.

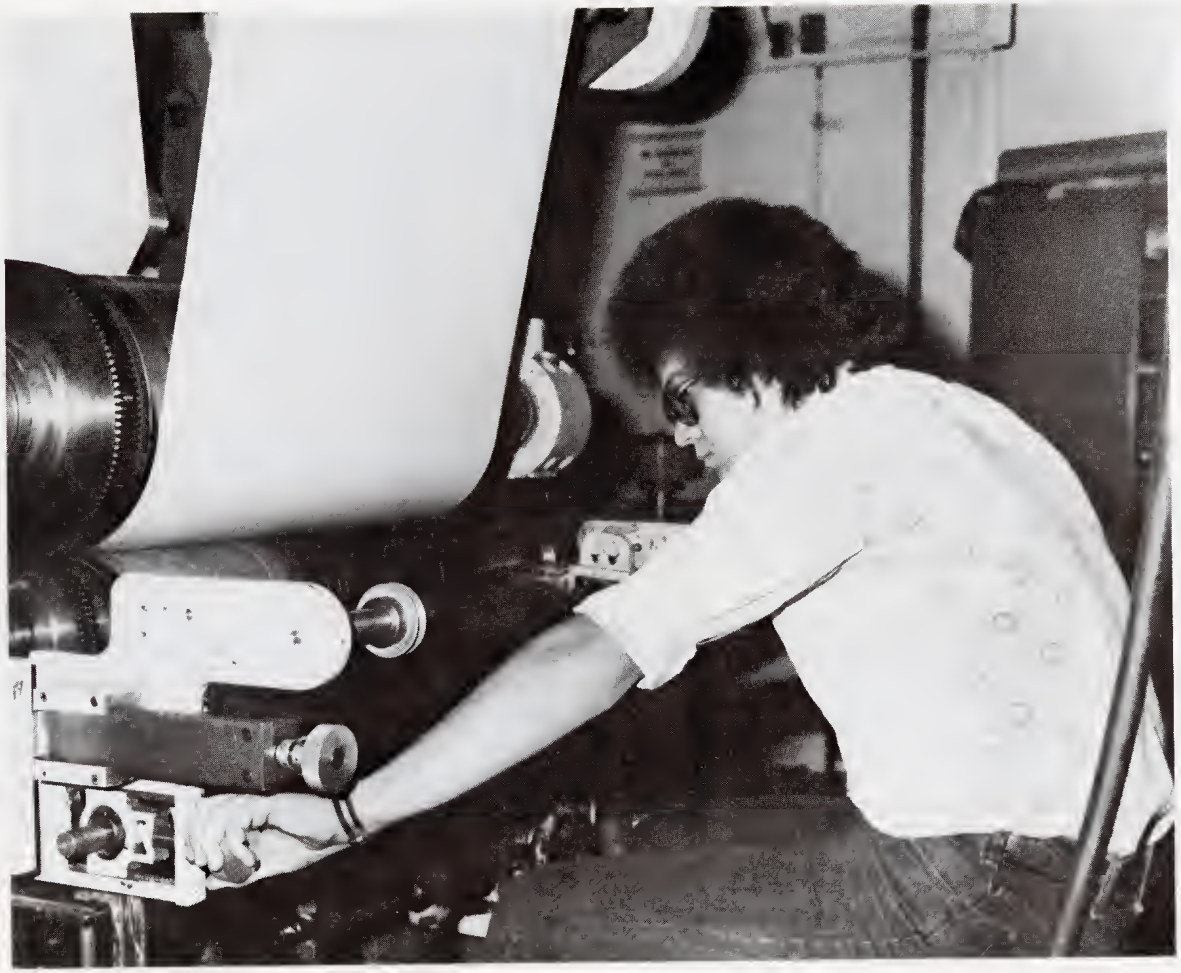
Typographic Designer — The typographic designer is primarily concerned with producing designs which employ mainly type and is not usually required to draw freehand illustrations. A "comprehensive layout" prepared by the designer may be so precisely drawn that it appears to be a printed job from a short distance. Many of the most successful in this field were formerly compositors.

Paper Assembly — A paper assembler, also known as a paste-up artist, takes reproduction proofs, phototypeset matter and illustrations, and assembles them into camera-ready copy.

Compositor — The compositor sets type using the traditional composing stick and case of metal types. However, this has become more of a page assembly function latterly where the compositor is responsible for precise fitting of symbols or special type characters into machine set pages.

Film Assembly — A film assembler performs the same basic function as the paste-up artist, using photo-positive film. In addition the film assembler may be required to operate a graphic arts camera.

Negative Stripper — The negative stripper lays out flats containing line, halftone, duotone and four colour process negatives according to plan for each job, or may create the plan. Darkroom techniques are used to make photographic contacts and for the developing of offset plates.



Process Camera Operator — The process camera operator makes photographic continuous tone, line and halftone negatives for each printing job, develops film, makes contact negatives or positives, operates film processing machines and does four colour separations by means of a process camera, enlarger, contacting or electronic scanner.

Pressman — Pressmen operate one or more printing presses which use Letterpress, Offset, Rotogravure or Flexographic techniques. Presses may be one man operated or require a crew of a dozen, depending on size and complexity. Tolerances are in the 1/1000 of an inch category. Operators must have good mechanical sense, colour sense for ink matching and technical knowledge of inks, papers and plates.

Bindery Worker — Bindery workers operate a variety of precision mechanical equipment that fold, drill, stitch, paste, glue, cut, trim, sew and assemble all types of forms, folders, brochures, pamphlets, soft and hard covered books. They also may operate foil stamping and heat sealing equipment. Knowledge of papers, adhesives, and the effect of temperature and humidity on them is desirable.

Technical Representative — A technical representative in the printing industry works for a manufacturer or supplier of printing equipment or supplies, servicing and/or repairing equipment in use, acting as an advisor in the use of equipment and supplies and as a trouble shooter when equipment or materials fail to perform. He or she may also become a technical sales representative.

Production Controller — A production controller organizes the production scheduling of printing orders through the various departments to achieve the best combination of plant capacity, production priorities and cost efficiency. The control function is based on the technical knowledge of time and equipment needed in each phase of production for each job scheduled.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4, or equivalent.

Recommended Background

Drafting skills, mechanical aptitude, typing skills, artistic interests are all useful in various parts of the trade.

Graphic Design Technician

4 Semesters with optional 5th and 6th semesters

The objective of the two-year Graphic Design program is to graduate technicians who can create designs of the highest professional quality, and produce finished art for printing, T.V. commercials and all aspects of advertising.

During the first year, the student is encouraged to improve natural skills, to develop techniques, to research projects, to be creative, and to be aware of the suitability of work for reproduction. In the second year the student is required to assemble under studio conditions a complete portfolio of sample work ranging from design sketches to finished art and printed pieces. Third year students may specialize in an area they wish to pursue upon graduation.

Graduates receive a diploma after the second year and a special certificate is awarded after the third year.

Career Prospects

Metropolitan Toronto is Canada's largest centre for careers in advertising art and graphic design. Graduates find employment in art studios and advertising agencies.

Job Descriptions

Paste-Up and Assembly — Paste-up and assembly involves the assembling of magazines using repro type, photography and drawings, and the assembling of advertisements and package designs.

T.V. Graphics — The T.V. Graphics Designer works in an advertising agency or T.V. station creating presentations and finished art work for use on television.

Photographic Designer — The Photographic Designer creates layouts using black and white photographs, in the advertising agencies.

Advertising Design — The Advertising Designer specializes in the visual effect of advertising layouts in magazines and newspapers.

Corporate Design — The Corporate Designer produces the original design and finished art work for a symbol that will be used by a company on its stationery, equipment, vehicles and advertising.

Package Design — The Package Designer creates appropriate packaging for various products, usually through printing companies or advertising agencies.

Illustration — The illustrator does drawings in magazines and newspapers, and may do freelance illustrations for advertising.

Studio Graphics — The designer may work in an advertising agency or in the public relations department of a large corporation creating folders, brochures, annual reports and calendars.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. All applicants must submit a portfolio of five to ten samples and pass an art test.

Recommended Background

Credits in art from secondary school or previous training in industry or art college are desirable.

Diploma Nursing Program

The aim of this program is to prepare diploma nurses to practise nursing in the Province of Ontario and to write the Ontario Nurse Registration Examinations.

It extends over two years and consists of 45 weeks of classes and clinical experience plus seven weeks vacation, each year. The curriculum combines both nursing and general education courses. In second year there is one elective — students may choose one of several sociology courses.

Career Opportunities

Graduates are prepared for employment as staff nurses in acute-care hospitals, long-term care institutions and community health services.

On successful completion of the Ontario Nurse Registration Examinations, graduates are entered on the register of the College of Nurses of Ontario and may use the title Registered Nurse.

Post-diploma courses in specialized areas of nursing and community health services are also offered.

Job Descriptions

Staff Nurse In Hospitals, Homes for the Aged and Nursing Homes — The staff nurse is responsible for planning, providing and evaluating nursing care for individuals, families or groups. She or he works co-operatively with other members of the health team to identify problems and uses sound, scientific knowledge to make decisions. Human relations skills are required to promote a supportive environment for patients and staff, and to do effective health teaching. She or he supervises nursing care given by auxiliary nursing personnel, and can act as a resource person for other nursing staff. The staff nurse functions as a team member and after a period of orientation as a team leader.

Staff Nurse, Community Health Nursing, Without Public Health Nursing Preparation — After one year of general nursing experience, the nurse plans, provides and evaluates nursing care to selected individuals and groups where the skills of a public health nurse are not necessary. She or he does health teaching that focuses on promotion of health and prevention of disease, and provides specific nursing service in schools, clinics and industry.

The Program

There are ten nursing courses in the program, five consisting of theory and five of clinical experience. Students get their clinical experience in acute-care hospitals, long-term care institutions and community health services in Metropolitan Toronto.

The focus is on medical-surgical nursing of adults and children, maternity and newborn nursing, and psychiatric nursing. Students must have a minimum of a 'C' grade in each nursing course to successfully complete the program.

Complementing the nursing courses are several general education courses. These are:

Biological sciences — Study of anatomy, physiology and microbiology provides students with knowledge of the human body as well as the characteristics and organization of micro-organisms, and their relationship to people.

Pathophysiology and therapeutic interventions — These courses provide students with knowledge of how interferences with physiological needs alter body equilibrium.

Humanities — These courses explore the philosophical, theological and legal basis for the formation of values and their application in nursing.

Social sciences — Courses on psychology and sociology provide psychological and sociological perspectives on the human condition as it relates to nursing.

Clinical Locations

The Nursing Division offers one program with clinical practice at the following hospitals:

Mount Sinai Hospital, 600 University Avenue
St. Joseph's Hospital, 30 The Queensway
St. Michael's Hospital, 30 Bond Street
Toronto General Hospital, 101 College Street
Toronto Western Hospital, 399 Bathurst Street
Hospital for Sick Children, 555 University Avenue

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above the general level, or equivalent, with a minimum of two credits in physics, chemistry and/or biology.

A pre-interview questionnaire, initial health questionnaire, work reference where applicable, academic pretest and personal interview are also required.

For more information write the Nursing Admissions Officer, George Brown College, Box 1015, Station B, Toronto, Ontario M5T 2T9 or phone 967-1212.

Post Diploma Programs

The following Post Diploma Programs are offered:

- Upgrading for Graduate Nurses
- Long Term Care Nursing (special focus on the elderly)
- Rehabilitation Nursing, Parts 1 and 2
- Pharmacology Upgrading for Registered Nurses
- Critical Care Nursing for Registered Nurses
- Operating Room Nursing for Registered Nurses
- Neo Natal Intensive Care Nursing for Registered Nurses
- Child and Family Mental Health Nursing for Registered Nurses

Index

Accounting 34
Acoustics Technician 42
Addiction Counsellor 25
Air Conditioning Technician 5
Apparel Management 27
Business Administration 37
Business General 35
Certified Dental Assisting 19
Child Care Worker 25
Civil Engineering Technician 5
Community Worker 26
Construction Technician 6
Court Reporting (Stenographic) 40
Court Reporting (Stenomask) 41
Creative Fashion Design 27
Culinary Management 29
Dental Hygiene 19
Dental Hygiene (Expanded Duties) 20
Dental Technician 21
Denture Therapy 21
Diploma Nurse Program 50
Drafting Technician — Architectural 7
Drafting Technician — General 8
Drafting Technician — Mechanical Services 8
Early Childhood Education 27
Electrical Design Technician 15
Electrical Technician/Technologist 15
Electronic Data Processing 34
Electronics Technician 43
Electronics Technologist 44
Fitness Instructor 22
Food and Beverage Management 29
Furniture Production and Design 28
Graphic Arts (Printing) Technician 47
Graphic Design Technician 49
Hotel Management 30
Industrial Instrumentation Technician 45
Industrial Instrumentation Technologist 46
Insurance 36
Jewellery Arts 17
Jewellery Repairs 18
Marketing 35
Mechanical Drafting Design Technician 9
Medical Dicta-Typing 40
Orthotic/Prosthetics 22
Physical Distribution 36
Piano Technician 16
Process Piping Technician 10
Residential Construction Management 41
Residential Property Management 42
Sales 37
Secretarial Arts (General Executive) 38
Secretarial Arts (Legal) 39
Secretarial Arts (Medical) 39
Surveying 10
Theatre Arts 31
Tool and Die Design Technician 11
Toolmaking Technician 12
Watchmaking 18
Welding Specialist 14

The George Brown College of Applied Arts and Technology

Key to Campus Locations

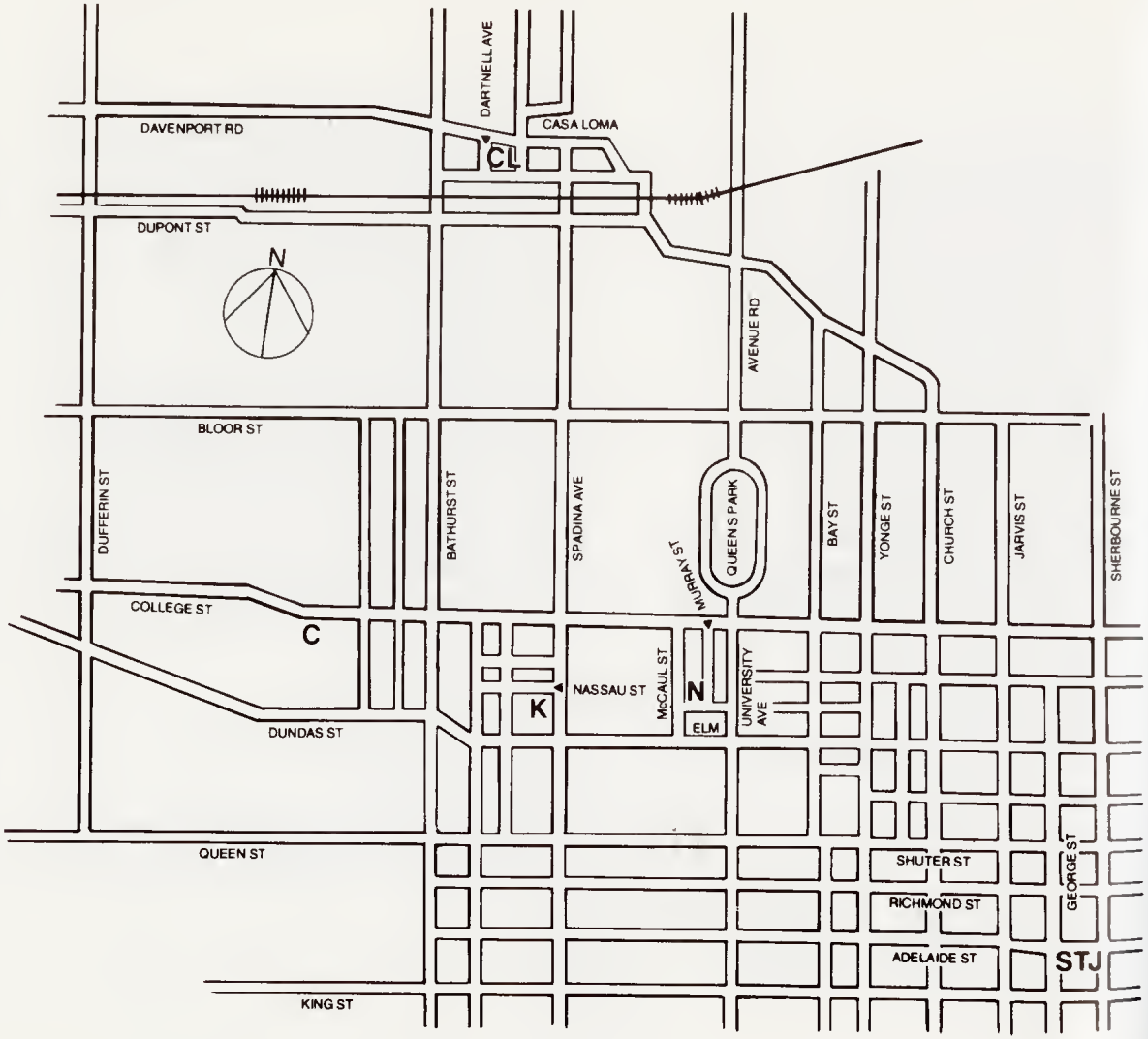
C **College Street Campus**
507 College Street

CL **Casa Loma Campus**
160 Kendal Avenue

K **Kensington Campus**
21 Nassau Street

N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street E.



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The George Brown College
of Applied Arts and Technology

CAREER GUIDE
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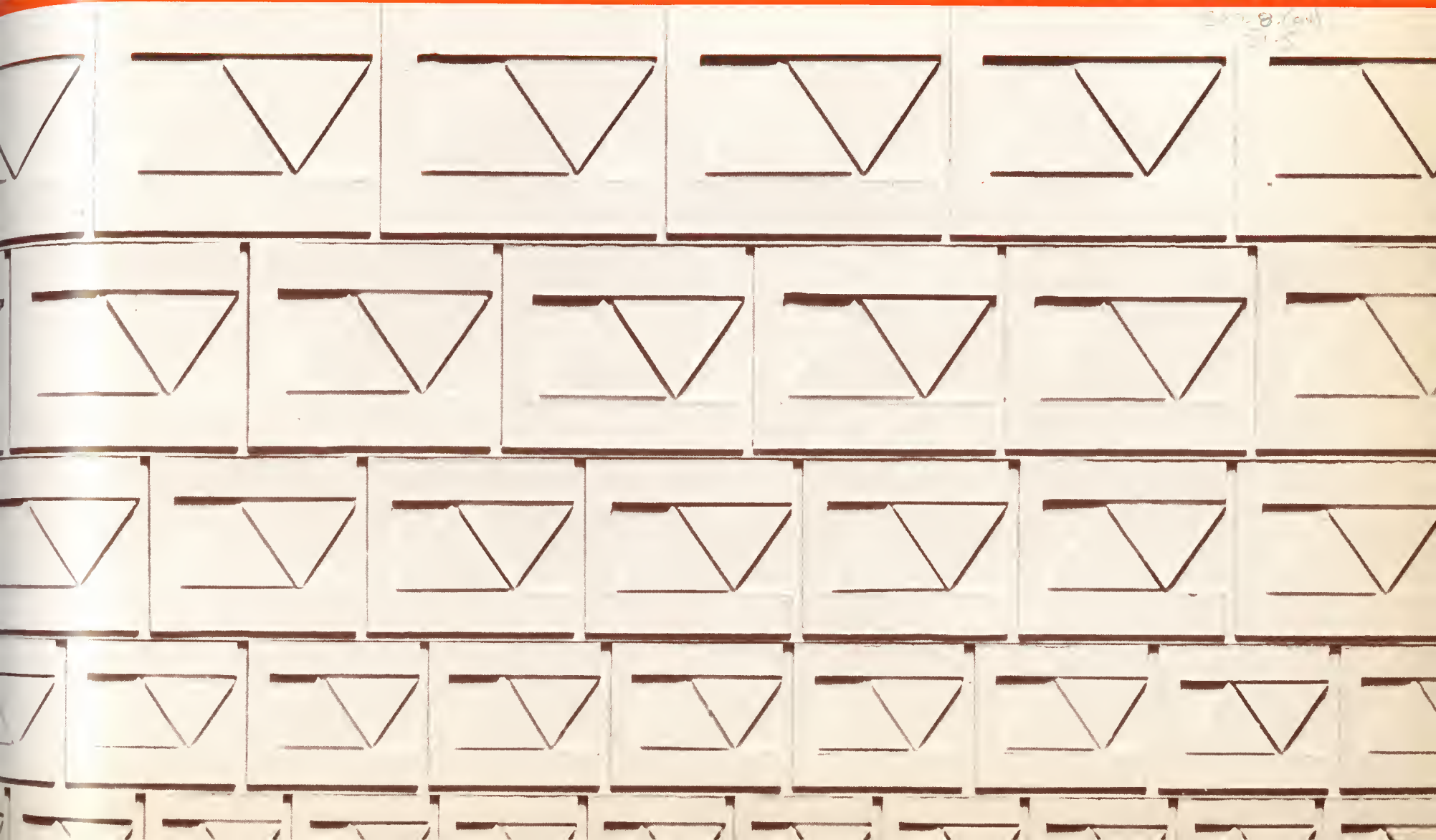

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Located in the heart of the City of Toronto, George Brown College was established to serve the needs of the area. It was founded in 1968 as part of the Ontario Government's plan to extend the availability of post-secondary education to a larger number of students graduating from secondary schools.

Initially, the College was formed by the amalgamation of two trade institutes, the Provincial Institute of Trades (P.I.T.) and the Provincial Institute of Trades and Occupations (P.I.T.O.). A year later, the Adult Education Centres operated by the Toronto Board of Education were transferred into the College. This move extended the scope of the training and education offered by the College to programs ranging from the training of technicians, technologists and trade apprentices to the teaching of basic literacy skills for adults. Further expansion in 1973 saw the incorporation of five of the City's nursing schools into the College.

The composition of the student population reflects the diversity of the programs offered. Approximately half of the students come from the Toronto area: some unique programs attract students from other parts of Ontario, Canada and the World.

After many years of moving in and out of temporary premises and the construction of new buildings the College has now settled into four campuses, all located in the Inner City.

GEORGE BROWN COLLEGE

Published by the Student Services Division Sept. 1978

Admission Procedures

Secondary school students intending to enter the George Brown College are advised to consult, during the fall term, with a guidance counsellor, who will supply information and application forms.

Application forms must be accompanied by ONE of the following documents:

i) An official transcript of all secondary school marks, showing the necessary credits and grades for admission to the desired program.

OR

ii) A statement from the secondary school principal stating that the applicant is expected to obtain the necessary credits and grades for admission to the desired program; this statement must be substantiated by an official transcript of marks, when it becomes available.

The general public may obtain information and application forms by writing to the George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9, or by telephoning 967-1212 and asking for "Information".

Mature Students

Persons nineteen years of age or older, who do not have the stated admission qualifications but who appear to possess the capacity and maturity to succeed are eligible to apply. This category is not open to overseas students.

Admission Requirements

The basic admission requirement to post-secondary programs is Ontario high school graduation (27 credits) or equivalent; certain programs, however, require personal interviews or advanced standing in specific subjects or demonstration of special talents.

When there are more applicants than places in programs of restricted enrolment, the basis of selection is a careful appraisal of all applicants holding the published minimum requirements, together with consideration of relevant experience and other personal and intellectual factors likely to ensure success in the program and subsequently, in their careers.

Priority of Admissions

Students will be admitted in the following order of preference:

1. Permanent residents of Ontario
2. Permanent residents of other Canadian provinces
3. Overseas students from Commonwealth countries
4. Students from other foreign countries

Students from Foreign Countries

Students other than Canadian citizens and landed immigrants are not eligible for apprenticeship programs or Ontario Manpower Retraining Programs. (Grade 10 or less entry.)

Students from foreign countries are eligible for post-secondary programs, provided they can demonstrate an academic standing equivalent to Ontario high school graduation, establish proficiency in both spoken and written English, fulfil any selective admission criteria for the program for which application is being made, and obtain permission from the Canadian immigration authorities to remain in the country for the length of the program.

Decision on Admissions

Applications are assessed by Board of Admissions, which is empowered to accept, defer, or reject any candidate's application for admission to any program. The George Brown College reserves the right to cancel a course, when enrolment is insufficient, or employment opportunities appear inadequate.

*Fees

i) Post-Secondary Programs

Confirmation fee	$ 50.00
First semester	
Balance of tuition fee	$140.00
Laboratory/Equipment fee	15.00
Student activity fee	20.00
	$175.00
Second semester	
Tuition fee	$145.00
Laboratory/Equipment fee	15.00
Student activity fee	15.00
	$175.00

The Confirmation fee of $50., which includes a $10. registration fee, must be paid within three weeks after notice of acceptance to guarantee a place in the program; it is not refundable, but is credited as a portion of the total fees. The balance of the first semester tuition fee must be paid at the time of registration; the second semester fee must be paid in full before the end of the first semester.

The student activity fee is collected on behalf of the Student Councils.

Detailed information on fees, payment dates, refunds and late fees is available in the Fee Schedule available from the Registrar's Department and issued with every acceptance letter.

Applicants from foreign countries must pay total fees of $825.00 which must be paid in full no later than two months before registration date, i.e. by July 1 for September registration and by November 1 for January registration.

The cost of textbooks, instruments and supplies is additional to the tuition fee and varies, according to the program, from $40 to $100. Students are invited to use the facilities of the campus bookstore.

Cheques and money orders for fees should be made out to the George Brown College.

* The above fees were in effect at the time of publication; they are subject to change at any time without notice.

The description of program offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the College reserves the right to cancel or to change any of the particulars of program offerings without notice.

Financial Assistance

Applicants for admission to a post-secondary program, who are Canadian Citizens or landed immigrants having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan.

Further information and application forms for student financial assistance are available at all secondary schools and the Student Services Office of the George Brown College, telephone 967-1212.

Services

- ACCOMMODATION information is available by dialling (416) 967-1212. Although residence accommodation is not provided by the College, there is no shortage of boarding and rooming facilities in Toronto; rates vary from $38 to $40 per week for room and board.
- COUNSELLING SERVICES are available on each campus to provide educational, vocational, and personal counselling.
- HEALTH CENTRES are staffed by Public Health Nurses, with a physician available for consultation on an appointment basis; services include individual health counselling, health education programs and emergency care in the case of accident or illness.
- LIBRARIES providing for study needs and leisure reading, operate on each campus.
- OHIP (Ontario Hospital Insurance Plan) coverage is the responsibility of each student; information is available at each Campus Health Centre.
- CAMPUS PLACEMENT OFFICES provide career planning and employment search information and maintain contact with potential employers on behalf of graduates.

Students are advised of permanent, part-time and summer employment opportunities.

- TRANSPORTATION on the GO trains is available at reduced rates for students in full-time attendance for more than 12 consecutive weeks; further information may be obtained by telephoning (416) 630-3933.
- ATHLETIC activities are co-ordinated from the office at the Casa Loma Campus gymnasium. Information about the programs can be obtained by telephoning 967-1212 ext. 431.

The
George Brown Coll
of Applied Arts
and Technology
Casa Loma Campu

Programs offered at Casa Loma Campus:

Construction and Industrial Technology

Air Conditioning, Refrigeration Engineering Technician 5

Architectural Drafting Technician 7

Civil Engineering Technician 5

Construction Engineering Technician (Management) 6

Drafting Engineering Technician (Process Piping) 10

Drafting Technician 8

Mechanical Engineering Technician (Building Services Drafting) 8

Mechanical Engineering Technician (Drafting Design) 9

Mechanical Engineering Technician (Tool and Die) 11

Mechanical Engineering Technician (Toolmaking) 12

Piano Technician 16

Welding Specialist 14

Electrical Technology

Electrical Engineering Technician (Design) 15

Electrical Engineering Technician/ Technology 15

Fashion Technology

Jewellery Arts 17

Jewellery Repairs 18

Health Services

Allied Health Auxiliaries 19

Certified Dental Assisting 19

Dental Hygiene 19

Dental Hygiene (Expanded Duties) 20

Dental Technician 21

Denture Therapy 21

Orthotic/Prosthetic Technician 22

Fitness Instructor 22

Air Conditioning Refrigeration Engineering Technician

4 Semesters

During the last decade air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.

The student will gain a very broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. Well equipped laboratories are provided to reinforce the practical aspects of the subject matter.

Graduates have the academic qualification for certification at the Senior Engineering Technician level by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate can expect to find employment in the Air Conditioning Industry in occupations such as system designing, drafting, sales promotion, job estimating, contract supervising and system balancing.

Job Descriptions

System Design — The designer works with a professional engineer in calculating heat loads, in sizing piping and other equipment, in planning site layouts and in preparing drawings.

Sales Promotion — The sales promoter prepares estimates and drawings so that competitive quotations may be given, and gives technical support to sales staff in answering engineering queries.

System Balancing — The technician plans and recommends or carries out adjustment to air velocities, quantities and other operations necessary for correct system distribution of conditioned air.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Civil Engineering Technician

4 Semesters

The two-year Civil Engineering Technician program prepares the student to seek a career in the design, planning or construction of civil engineering projects.

During the instruction periods, particularly in the technical subjects the instructors use the project approach to reinforce the theoretical and practical aspects of engineering. This method utilizing well-equipped laboratories for the testing and control of the major construction materials helps to familiarize the student with industry's approach to the subject area.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate civil engineering technician may find employment in structural engineering, municipal, governmental and general contracting offices and could work either in the field or in the office as a member of the engineering team.

Job Descriptions

Engineering Site Surveying — By having a good working knowledge of survey instruments and the computations involved, the technician can do layout work on buildings, roads, sewers and other amenities, establishing and maintaining grades and levels during the construction process.

Structural Engineering — The technician will be involved in the design and drawing of structural projects in concrete and steel and

could also work in the field as a site inspector responsible for the quality of construction.

Municipal Engineering — Sound knowledge of roads, sewers, layout and design will enable the technician to seek a career with municipal and provincial governments or private engineering firms engaged in the planning and development of subdivisions, either as a draftsperson or as a project site supervisor.

Engineering Estimating — The ability to estimate and price the quantities of building materials being used on Civil Engineering projects is an essential pre-requisite in this competitive market. The technician can find employment as an estimator with both private and governmental estimating departments.

Building Materials Testing — There are testing laboratories in both the private and government divisions that specialize in the testing of building materials, in order to maintain the high standard of quality materials so necessary for heavy construction. The technician may find employment in the testing laboratory or in the field as a quality control inspector.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in Physics, Drafting and Surveying would be useful as background.

Construction Engineering Technician (Management)

4 Semesters

The two-year Construction Engineering Technician program prepares the student to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well equipped laboratories are available for the testing and quality control of various construction materials and components.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or sub-contractors office or in a firm specializing in other forms of construction management, such as quantity surveying or in sales. Government offices engaged in public utilities work are other fields for employment.

Job Descriptions

Material Testing — The technician is capable of field or laboratory testing and quality control of various construction materials or components in accordance with the standards established by the Canadian Standards Association (CSA).

Drawings and Specifications — The technician's skills in drafting, sketching, report writing, interpretation of architectural and engineering drawings and technical specifications as related to the architectural, structural and other sub contract areas, assist in efficient performance in the various related construction areas.

Building Codes — The interpretation of building codes and by-laws, a knowledge of theoretical, practical and accepted building practices and methods enables the construction technician to be a Municipal Building Inspector.

Site Engineering Control — Using knowledge of levels and transits, the technician is equipped to work on the preliminary layout on building sites, establishing and maintaining grades and levels during the construction process, and assist project managers, engineers or superintendents in the day by day management of a construction project.

Scheduling — A working knowledge of various scheduling systems (e.g. bar charts, Critical Path Method) enables the technician to be effectively involved in the preparation and control of scheduling systems including the scheduling and expediting of labour, materials and sub contracts.

Quantity Surveying — A Quantity Surveyor is a member of the Construction team primarily concerned with cost. By measuring the quantity of labour and material needed for a particular building an accurate estimate can be prepared which will form the basis of the 'bid' or 'tender' on which a building contract is based.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in physics, drafting and bookkeeping would be useful as background.

Architectural Drafting Technician

4 Semesters

The architectural drafting technician is one of a team of technical personnel involved in the Construction Industry. Graduates of this two-year program play a significant role as detail draftspersons, field supervisors, sales consultants and expeditors in architectural, engineering and fabrication firms, government and municipal offices.

On the job atmosphere is simulated in the classroom by grouping students into teams and using a current building project from industry as a classroom case study. Job site visits of the building under construction, specifications, Ontario Building Code, Mechanical and Electrical drawings and additional information is given to the student for a complete comprehension of the Architectural Technicians responsibilities.

Graduates are eligible for certification in the Association of Architectural Technologists of Ontario.

Job Descriptions

Architectural Drafting — The technician is able to produce a set of architectural working drawings, to coordinate mechanical, structural and electrical with architectural drawings and specifications.

Architectural Presentation and Design — A competent draftsperson is able to assist in the preparation of plans and design drawings for presentation purposes, is familiar with lettering and titling and is capable in the measurement and survey work of existing buildings and sites.

Building Materials — A thorough knowledge of building materials and how they are used in construction makes the technician able to work as an estimator or salesperson in a manufacturing company.

Methods of Construction — A clear understanding of how a building is assembled, and why, is needed before it can be drawn accurately. Technicians with this knowledge have found employment with developers and construction firms.

Engineering — The broad scope of architecture must include a study of structures and mechanical systems within the building envelope. This would include theory as well as practical applications which could lead to employment within these related fields.

Building Codes and Specifications — The use and interpretation of the building codes and specifications as used in the classroom case study of an actual building project is invaluable in finding employment in government, architectural, engineering or construction offices.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Drafting Technician

4 Semesters

The objective of the program is to prepare the student for employment in one of a variety of drafting fields by teaching the related theory of construction, manufacturing and accepted practice as well as developing drafting skill. Architectural, Mechanical Services, Survey and Structural Drafting are taught.

The drafting classes are conducted as a drawing office. Projects are developed from simple basic forms by applying knowledge gained from lecture and demonstration. The student progresses to more complex working drawings combined with continued practise of drawing skill and added knowledge.

Career Prospects

Graduates may obtain employment in architectural, civil, survey, or mechanical engineering offices, as well as municipal and provincial offices and the manufacturing and construction industries.

Job Descriptions

Architectural Drafting — The draftsperson prepares working drawings from the architect's design sketches for the layout, construction and aesthetic appearance of residential, commercial, industrial and institutional buildings.

Mechanical Services Drafting — The draftsperson prepares working drawings for the mechanical services of buildings, including plumbing, drainage, heating, refrigeration and air conditioning, and component parts.

Positions may be attained with engineering firms in each or all of these fields and with manufacturers of component parts for the various systems.

Civil Drafting — The draftsperson prepares working drawings for structural steel and reinforced structures.

Many sources of employment are available, such as structural engineering firms, and structural steel and reinforcing fabricators.

Survey Drafting — The draftsperson prepares drawings from field notes for site plans and legal surveys. Employment would be found with land surveyors, municipal and appraisal offices.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Mechanical Engineering Technician (Building Services Drafting)

4 Semesters

During the past decade or so the importance of mechanical services in the Construction Industry has increased greatly. It is safe to say that a major portion of construction costs are in the mechanical systems of buildings. These include air conditioning, electrical, heating, plumbing, sheet metal and other systems.

More and more, there is a need for skilled personnel to prepare working drawings detailing the various systems as they relate to the overall requirements of a building.

This two-year mechanical services drafting program teaches the student how a modern building operates and how to make preliminary selections of necessary equipment. The graphic layout of all mechanical services is covered thoroughly.

In order to familiarize the student with the various systems and to provide reinforcement in instruction while on course, the student can see many of the services exposed to view in the College, which is designed on the "open" concept. Also, within the College, visits can be made to the various well-equipped trades and service areas which relate to mechanical systems. Field visits to construction sites are made when possible to enable students to observe accepted installation practices.

Career Prospects

Since there is a demand for "total comfort" combined with energy conservation in buildings, graduates find positions in Government, Municipal, Architects', Consultants', Manufacturers', Mechanical Contractors' and Sales Offices.

Mechanical Engineering Technician (Drafting Design)

4 Semesters

This program has been developed to prepare the student for a career in a wide range of drafting and design areas.

The theoretical and practical aspects of the subject matter are applied to the drawing and design of projects in a modern drafting room, using up-to-date equipment which simulates an actual industrial engineering office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

The graduate of this program may commence employment at a technician level as a draftsperson with a Consulting Engineer in Heating, Ventilating and Air-conditioning or as a detailer and junior designer in the plumbing and drainage design department. Other employment opportunities are available in the designing of refrigeration, piping and sprinkler systems as draftspersons, estimators or sales personnel.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in physics and drafting would be useful as background.

Job Descriptions

Drawings and Specifications — The technician's training provides the background and the skills to develop layout drawings, expand basic design sketches, to make appropriate working drawings, and to list the necessary specifications and materials for the satisfactory manufacture and performance of a component or assembly.

Computer Information Systems — The knowledge of mechanical systems, mechanisms, and components, enables the technician to assemble data for automatic information systems.

Technical Sales — The ability to read and interpret engineering data and drawings, allows the technician to pursue a variety of engineering related fields, such as customer service, engineering sales, production control, and technical assistant in purchasing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and physics are desirable.

Drafting Engineering Technician (Process Piping)

4 Semesters

The process piping technician is generally employed by consulting engineers, public utilities and the petro/chemical industry. He or she is a member of the engineering design team responsible for the design, layout, detailed working drawings and installation of automated industrial plants. These include oil refineries; breweries; power generating, water processing and food and drug plants.

The program is conducted in a modern drafting room which simulates an industrial engineering office. The student learns to apply the theoretical and practical aspects of the instruction by working on projects.

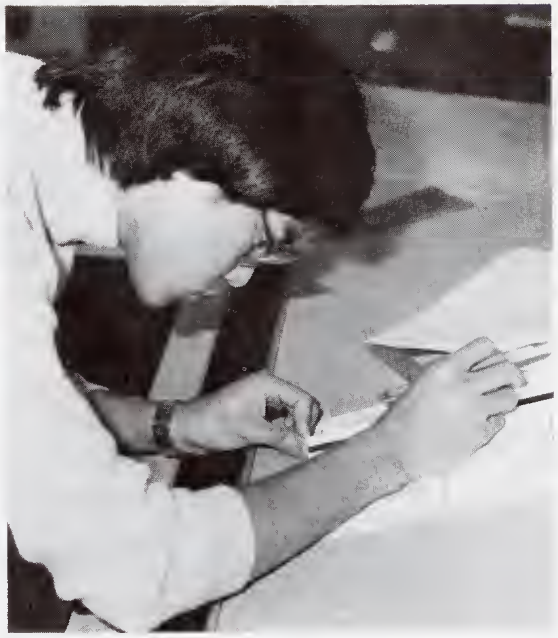
Graduates are eligible to apply to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

In recent years there has been a rapid increase in the demand for process piping draftsmen and designers and, as a result, this has become one of the best paid areas of engineering. Design technicians can progress with practical experience to designers and senior job captains or site supervisors and plant maintenance.

Job Descriptions

Piping Drafting — Using knowledge of pipe, pipe fittings, valves, and various pipe fabricating techniques, and a highly developed ability to visualize and represent on drawings the spatial requirements of pipes and equipment, the technician assists project



engineers in the design, layout and arrangement of plant installations.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and physics would be an asset.

Surveying

Surveying is the science of measuring and recording the geometrical and physical features of our environment.

Young men and women can find challengi careers in this area whether it is doing exploration surveys, laying out new subdivisions or compiling information and calculations into a finished plan for urban study.

The College offers three programs in surveying: Survey Technology (6 semesters completed in two years), Survey Technician (4 semesters) and Survey Assistant (2 semesters). Graduates from all three programs are eligible for certification at the appropriate level by the Association of Certified Survey Technicians and Technologists of Ontario.

Job Descriptions

The occupational functions of the surveyor vary widely. In a technical capacity progress may be made from the relatively simple task given the recent graduate to complex techni responsibilities where the exercise of judgement is required and where responsibl decisions are essential.

Because managerial or supervisory potent depends more on the individual's initiative a capability rather than amount of education, jobs listed below may be filled by a person from any of the three categories. However, it reasonable to assume that the more highly qualified the person is the more likely he or she is to rise to the top. Consequently the graduate in any course could expect to find job description to fit some of the following:

Field positions such as chainman/woman, rodman/woman, instrumentman/woman, party chief or supervisor.

Office Positions — draftsperson, computer, title searcher, supervisor or office manager under the general direction of an Ontario Land Surveyor or Engineer in the following fields: laying out new property divisions and buildings; retracing old property boundaries; planning new subdivisons; route location for highways, pipe-lines and utilities; preparing maps and drawings prior to engineering design; providing control for construction projects; determining quantities and positions in mining and construction; organization of earth resources; mapping land divisions; determining depths and positions in marine applications; determining whether the law fits the physical facts.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent. Applicants for the technology program should have a high standing in mathematics in years 3 and 4 at, or above, the general level.

Recommended Background

Credits in physics, drafting and surveying are desirable.

Mechanical Engineering Technician (Tool and Die)

4 Semesters

The tool and die design technician works in the drawing and design offices of manufacturing companies. The tool designer helps decide the various ways products are to be manufactured, develops the manufacturing sequence and decides what tooling is needed to make each part, and creates the designs for special tools such as jigs, fixtures and dies which play a vital role in modern manufacturing practice.

This two year program is divided into four semesters which cover the theoretical and practical aspects of tool design. The student will be stationed at one of the design tables in our design office. This practical approach is the same as would be encountered in industry. The well equipped design office and library, give the student a realistic environment in which to develop skills. An up-to-date machine shop is available to test the practicality of designs developed in the design office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

Graduates may be employed in various manufacturing industries such as automotive and aeronautical, consulting engineering firms and specjalized tooling companies in their tool design offices. Other career opportunities may be available in technical sales, manufacturing engineering and production expediting.

Job Descriptions

Tool Designer — The technician is capable of working in a drawing office. The work area could encompass jig and fixture design, die design, and special machine design, as part of the design team with designers, engineers and production personnel.

Technical Salesman — Knowledge of machine tools, types of steel, methods of production and tool design enables the technician to be sales representative for an industrial company.

Estimator-Planner — This position involves working with production personnel to determine the exact production procedures, location of production facilities, and cost of manufacture.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and machine shop practice would be advantageous.

Mechanical Engineering Technician (Toolmaking)

4 Semesters

Graduates of this two-year program can look forward to a career in the modern production process, one that demands skill, application, accuracy and cost-consciousness.

Instruction combines theoretical and practical training in toolmaking and related subjects in well-equipped machine shops and laboratories.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Toolmaking — Toolmaking involves planning, design, layout and fabrication of tools such as jigs, fixtures and gauges and special purpose machines using standard toolroom machines and equipment.

Numerical Control — Numerical control involves manual and computer assisted programming, tape preparation and operation of Numerical Control machines.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in machine shop are desirable.

Welding Specialist

2 Semesters

This program combines practical instruction in well equipped shops and laboratories with complementary coverage of theory and selected related areas required for a wide range of welding-related occupations. Emphasis is placed on the selection, operation, trouble shooting and industrial application of manual, semi-automatic, and fully automatic welding equipment. A successful graduate will have a sound background in weld inspection, quality control, production procedures and metallurgical principles along with a variety of manipulative welding skills.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

As the Welding Industry continues to make use of a greater variety of sophisticated equipment and processes, the need for personnel trained in its selection, use, and maintenance is rapidly expanding.

Job Descriptions

Manufacturing — The Welding Specialist possesses the manipulative skills necessary for working as a welder in a great many industries. Many graduates prefer to gain practical industrial experience in this manner before proceeding to a position at the technicial level.

The Welding Specialist graduate is also competent to enter positions in industry which involve quality control and weld inspection, development of procedures, maintenance and trouble-shooting of semi- and fully-automatic equipment.

Weld Inspection — The Welding Specialist has received instruction which will permit entry to the field of weld inspection, either for a company specializing in this service, or for an organization which maintains its own weld inspection division.

Sales — Welding equipment manufacturers and distributors are continually looking for sales personnel who possess a good background knowledge of all types of welding equipment, so that intelligent recommendations can be made to prospective customers.

Technical Service — The installation of complex equipment is usually supervised by a Technical Consultant employed by a manufacturer or distributor. This consultant may also be required to trouble-shoot any problems relating to the equipment and supervise personnel in its operation.

Teaching — Many graduates of our welding programs have entered the teaching profession following a number of years of industrial experience. Because of the extensive practical and theoretical coverage, the Welding Specialist graduate is particularly well equipped for this profession.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent, with one of the following: —

1) specialization in welding in a secondary school
2) successful completion of a Welding Fitter Program in a College of Applied Arts and Technology
3) approved industrial experience

Recommended Background

Credits in mathematics at the senior level are a desirable asset.

Electrical Engineering Technician (Design)

4 Semesters

Electrical design technicians work as electrical draftspersons, designers and estimators with engineering consultants, electrical utilities, electrical manufacturers and electrical contractors.

The Electrical Engineering Technician (Design) program is the same as the Electrical Engineering Technician program for the first three semesters (47 weeks) and then concentrates on the area of specialization for the final semester (17 weeks).

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Building systems Design — The graduate is capable of working in an electrical design office of consulting engineers or architects in the design and production of electrical designs and layouts for residential, commercial, and industrial buildings.

Lighting Layouts and Calculations — A graduate electrical design technician may be employed by a lighting fixture company as a salesperson, a designer of lighting fixtures, or as a designer of lighting installations.

Specifications and Estimating — The graduate would be able to write the specifications for an electrical installation and develop an estimate of the cost of such an installation.

Public Utilities — A graduate may be employed by an electrical public utility in the design of sub-stations, transmission lines, and distribution systems for electrical energy.

Supervision — A graduate may assume the duties of a job supervisor and direct the electrical installation to conform to the plans and specifications of the architect and client.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, electricity, and electronics would be useful as background.

Electrical Engineering Technician/ Technology

Electrical technicians both men and women, work in many diverse occupations: as electrical maintenance technicans in industries using machinery controlled by complex electronic circuitry; as test technicians in plants manufacturing electrical equipment (motors, generators, circuit breakers, transformers, etc.); as service technicians for electrical manufacturers; as sales representatives for electrical manufacturers; as sales representatives for electrical equipment suppliers; as construction or maintenance electricians (after a period of apprenticeship); as electrical drafting technicians and designers for electrical utilities, manufacturers and consultants.

George Brown's Electrical Engineering Technician program requires 32 weeks of training a year, for two years. Subjects covered include electrical fundamentals, d-c and a-c machines, industrial electronic controls, electrical drafting and related academic subjects.

The technology program consists of six semesters which can be completed in two years. It combines lectures, laboratory, and computer work aimed at making the student able to work alone with the guidance of instructors, so that by graduation she/he is capable of working independently.

Graduates from the Technology program may become designers in a shorter time than technicians and using their design skills they may progress to management positions.

Graduates will have the academic qualifications for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Processing Industries — Technicians and technologists work as designers and draftspersons in industries such as oil refining where complex processes are monitored and controlled by electrical and electronic devices. Others are employed in maintenance to keep the production output within acceptable limits.

Consultants — Technicians and technologists are employed by Consulting Engineering firms on the preparation of electrical specifications for commercial buildings, electrical drafting, electrical estimating, costing and the design of electrical distribution systems, and lighting design.

Electrical Contractors — Technicians and technologists work as estimators and electrical draftspersons. In addition, those who prefer to work with their hands may become electricians after a suitable apprenticeship period. This can lead to supervisory positions within a relatively short period of time.

Manufacturing — Both electrical technicians and technologists are found in the manufacturing industry (mainly electrical manufacturing, although some find jobs in other manufacturing fields). The jobs cover a wide range of activities: design of electrical components and devices: quality control inspection to determine if the manufactured product meets the design specifications; sales, marketing, and customer relations; electrical drafting and the checking of drawings; electrical maintenance on complex production machinery; on installation and servicing of the manufacturer's products.

Electrical Utilities — Technicians and technologists are employed in the design areas as designers and draftspersons, installation crews working on new substations and extensions to the electrical network, in maintenance departments that are responsible for maintaining continuity of the system and in the system operation field.

Miscellaneous — In addition to the above, technicians and technologists may find positions as inspectors or designers with the Federal, Provincial, or Municipal Government departments. Another field offering employment, after suitable work experience, is technical education in the secondary schools.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

An electrical background is helpful but not essential.

Piano Technician

4 Semesters

The Piano Technician program has been developed in response to demand from performing musicians, private owners of instruments, and such institutions as school boards, universities, concert halls and music schools for technicians trained in piano tuning, instrument preservation and repair.

The program, provides training in piano tuning; action regulation, repair and renewal; string, wrestplank, soundboard and bridge repair and replacement; finish work; harpsichord; cabinetry and refinishing; history of musical instruments; machine shop; older instruments; music appreciation, and a variety of communications, business and academic subjects.

Career Prospects

The piano technician is most often self-employed, working in or from a small workshop. He or she can renovate, rebuild, repair, voice and tune pianos of any action or vintage.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level or equivalent. Satisfactory evidence of normal hearing and manual dexterity based on College tests. Interest in music indicated by Grade 6 standard in Ontario examinations in a musical instrument, or equivalent, or some evidence of extraordinary interest in the craft.

Recommended Background

Manual shop skills are an asset.

Jewellery Arts

6 Semesters

In the Jewellery Arts program, the student learns manufacturing and custom-design techniques by working with jewels and precious metals in one of four areas: goldsmithing, silversmithing, engraving or gem-setting. Learning to visualize the properties of line, form and colour in three-dimensional objects is an integral part of the program.

Students may prepare for examination by the Gemological Institute of America and the Gemmological Association of Great Britain.

Career Prospects

The graduate may find employment in jewellery workshops, studios or stores, and manufacturing plants.

Job Descriptions

Goldsmithing — The goldsmith uses handtools, dies and various industrial processes to make gold ornaments such as rings, brooches, necklaces and earrings.

Silversmithing — The silversmith uses handtools, dies and various industrial processes to fashion silver articles such as teapots, vases and tableware.

Gemsetter — A Gemsetter cuts away excess metal to provide prongs and seats for stones and works the area around the stones to promote the reflection of light from the precious metal into the stone.

Engraver — An engraver cuts monograms, inscriptions, coats-of-arms, crests and ornamental designs on jewellery, silverware and trophies.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Good eyesight, or corrected vision, is a prerequisite.

Recommended Background

The jeweller requires a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense.

Jewellery Repairs

2 Semesters

This post-graduate program provides a certificate with specialization in the repair of all types of jewellery.

Career Prospects

The skilled repairer may have opportunities to establish a business. The additional knowledge of gemmology acquired in the program gives the repairer the opportunity to open an appraisal and information service.

Job Descriptions

The Jewellery Repairer solders broken articles with a torch or soldering iron, replaces missing or damaged parts, enlarges rings and makes alterations.

Admission Requirements

Graduation from a recognized two-year post-secondary Jewellery Arts program, or a mature person from industry who has been recommended by the Canadian Jewellers' Institute. Good eyesight, or corrected vision, is essential.

Allied Health Auxiliaries

In 1975, the Ontario government passed legislation which allows expanded roles for dental auxiliaries in the province. The legislation provides for three levels of auxiliaries: the Dental Assistant (Level I), the Dental Hygienist (Level II) and the Dental Hygienist (Expanded Function) (Level III).

George Brown College offers programs at Levels I, II and III.

These programs, through an integrated approach, provide students with courses in the basic dental sciences, as well as training in expanded-duty dental roles.

Certified Dental Assisting

2 Semesters

The Certified Dental Assistant is trained to assist the dentist at the chairside and maintain the patient and dental office records.

Career Prospects

Graduates may expect employment in private practice, public health, and hospitals.

Job Description

The Certified Dental Assistant gives chairside assistance to the dentist and is qualified to take and process x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The Assistant may also become involved in oral hygiene instruction.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in biology and chemistry in years 3 and 4 at, or above, the general level, or equivalent. In addition, candidates must provide proof of typing at 40 w.p.m., attend a selection interview, and undertake an aptitude test.

Dental Hygiene

2 Semesters

The Dental Hygienist is trained to work with the patient under the general supervision of a dentist. Services provided to the patient are of a preventive nature.

Job Description

The Dental Hygienist scales and polishes teeth, polishes amalgam fillings, takes x-rays, applies periodontal packing, takes impressions for study models, places rubber dams, applies fissure sealants and anticariogenic agents. The hygienist may be involved in dietary analysis, counselling and dental health education.

Admission Requirements

Applicants must be Certified Dental Assistants, and may be required to write a provincial selection examination and attend a selection interview.

Dental Hygiene (Expanded Duties)

1 Semester

The Ontario Government legislation described the role of the Expanded Function Dental Hygienist as a Restorative Dentistry Assistant. This dental worker is capable of performing many tasks previously assigned only to a dentist. Included are such activities as placement and finishing of dental restorations, cementation of temporary crowns and some orthodontic procedures.

Job Description

The Expanded Function Dental Hygienist inserts permanent and temporary fillings, cements temporary crowns and prepares orthodontic bands for cementation. The hygienist may also be called upon to remove sutures following surgical procedures.

Admission Requirements

Applicants must be graduates of a Dental Hygiene program and provide proof of Ontario Certification. Candidates may have to write a provincial examination and attend a selection interview.

Dental Technician

6 Semesters

The Dental Technician makes a major contribution to the practice of dentistry. This dental worker fabricates all the various appliances used by the dentist in the treatment of patients.

The program at George Brown is the only one of its kind in this province. The teaching program is highly project oriented and there is a low student-instructor ratio which allows for much individual instruction throughout the program.

Job Descriptions

Employed by a dental laboratory or dentist, the Dental Technician fabricates from a dentist's prescription orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouth guards.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selection interview, take manual dexterity test, and undertake an aptitude test.

Denture Therapy

5 Semesters

In 1974 the Ontario Government passed legislation to establish a new type of dental health worker — the Denture Therapist. This auxiliary may deal directly with the public in carrying out certain functions which were previously the sole prerogative of the dentist.

Students are trained in the technical areas required to fabricate and insert dentures. Instruction also involves an understanding of the patient and includes such subjects as anatomy, physiology, microbiology, bacteriology and nutrition.

Career Prospects

Denture Therapists may choose to practice in a team with other dental health workers, or establish a private practice.

Job Descriptions

The Denture Therapist may work under supervision in the construction of complete or partial dentures and relining or repairing dentures. In private practice the therapist is restricted to the making of complete upper or lower dentures or complete upper and lower dentures and may reline or repair complete dentures only.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selection interview, take a manual dexterity test, and undertake an aptitude test.

Orthotic/ Prosthetic Technician

4 Semesters

The orthotic prosthetic technician is employed in hospitals, rehabilitation centres and private facilities. He or she, in association with the orthotist prosthetist, makes braces and artificial limbs which are fitted to help rehabilitate disabled patients. Appliances are made of plastics, metal, and leather from plaster casts and drawings.

The student can train for this challenging profession in the two-year technician program. The third year which is optional, combined with two years internship in a certified facility, enables the student to sit for certification by the Canadian Board for Certification of Prosthetists and Orthotists.

This program will appeal to people who are interested in working with people and helping patients in their attempts to overcome their disabilities.

Job Descriptions

Orthotic Technician — The Orthotic Technician makes braces from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

Prosthetic Technician — The Prosthetic Technician makes artificial limbs from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics and leathers.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in biology and physics in year 3 and 4 at, or above, the general level, or equivalent. Candidates must undertake an aptitude test.

Applicants must attend a selection interview, take a manual dexterity test, and undertake an aptitude test.

Recommended Background

Machine shop, drafting, and the ability to use hand tools are assets.

Fitness Instructor

4 Semesters

Since people are becoming more aware of the importance of physical fitness, the demand for trained people to operate fitness facilities is increasing. The two-year Fitness Instructor Program trains the student to operate fitness facilities offered by private and government agencies and hospitals.

This program places special emphasis on physical testing procedures and the designing of exercise programs according to the individual's requirements. Group class leadership and sports programming is also covered.

Career Prospects

Career prospects for the Fitness Instructor cover a wide range including private business, all levels of government, Parks and Recreation Departments and apartment complexes.

Job Descriptions

Fitness Testing — The Fitness Instructor will possess a working knowledge of fitness testing and evaluation of results, and will be capable of exercise programming based on test results and individual and group needs.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent.

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THE GEORGE BROWN COLLEGE
KENSINGTON
CAMPUS

Programs offered at Kensington Campus:

Community Services

Addiction Counsellor 25
Child Care Worker 25
Community Worker 26
Early Childhood Education 27

Fashion Technology

Apparel Management 27
Creative Fashion Design 27
Furniture Production and Design 28

Food Technology

Culinary Management 29
Food and Beverage Management 29
Hotel Management 30

Theatre Arts 31

Addiction Counsellor

4 Semesters

This program prepares the student to be a counsellor in the mental health field with special expertise in chemical dependency including alcohol, serving a variety of individuals, agencies and communities.

The two year program is divided equally into classroom instruction and supervised field work experience.

Through group discussion and field work seminars students have opportunities to increase self-awareness and to develop their strengths.

The field work provides opportunities to practice counselling skills in two settings under the supervision of qualified practitioners. The Diploma requires a total of 1000 hours of supervised field work.

Career Prospects

The Addiction Counsellor finds employment in the traditional fields of addictions, mental health and rehabilitation and also in the emerging field of preventative programs and employee assistance programs.

Job Descriptions

The Addiction Counsellor is able to assess a chemical dependency problem, to suggest a treatment plan, to make appropriate referrals and to work with individuals, families or groups within the community. The Graduates may use their special knowledge and skills in prevention and education programs, residential services and rehabilltation programs. All functions are performed in consultation with or under the supervision of agency personnel.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend an admissions interview. Accepted students must arrange for a medical examination. Applicants with a history of alcohol or chemical dependency will be considered for admission to the program only if the two year period immediately preceding the date of application has been free of such dependency.

Recommended Background

The program is aimed primarily at the older student with volunteer social service experience, post high school work or both.

The person able to communicate well and to show empathy is preferred.

A good command of verbal and written English is required.

Note: The next first year intake will be September 1979. Applications for September 1979 will be considered from January 1979 onwards. This is a limited enrolment program and early application is advised.

Child Care Worker

4 Semesters

The objective of the Child Care Worker program is to prepare skilled child care workers for a creative career as part of a therapeutic team of professionals concerned with the treatment and rehabilitation of disturbed and troubled children both in residential treatment centres and in the community.

The academic subjects offered in the program include Caring for the Disturbed Child, Human Growth and Development, Psychopathology of Childhood, Treatment Philosophies and Therapeutic Programming.

All students have a significant component of on-the-job training through supervised field placements throughout the two year program.

The program emphasizes the development of self-awareness, emotional maturity and professional responsibility.

There is a great need for men as well as women in the child care field.

Career Prospects

Employment for new graduates is primarily in residential settings such as treatment centres and group homes. Experienced graduates are increasingly employed in working with families, schools, community programs and various specialized programs for emotionally disturbed children and adolescents.

Job Descriptions

A Child Care Worker, in a residential setting, is responsible for meeting the physical, emotional, social, educational and recreational needs of the children or adolescents.

A Child Care Worker is also involved in preparing the children or adolescents for re-entry into the community by working with the family, the school and community programs.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent and demonstrated proficiency in English. Volunteer or work experience with older children and/or adolescents. A personal interview is required before acceptance into the program. A medical is also required.

Recommended Background

The ability to cope at a post secondary level in written and verbal communications is necessary.

Community Worker

4 Semesters

The Community Worker program enables people with some experience in community work to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.

The program consists of classroom instruction (mostly seminar style) and field work practice. The practical experience in the community is the primary focus of the program. Opportunities are provided for the student to develop greater understanding and insight into human relationships and organizations through formal instruction and the sharing of life experiences and ideas. Each student is expected to be mature and purposeful and assume the major responsibility for his or her own learning.

Career Prospects

Graduates receive a Diploma in Community Work and should be able to fill jobs now being created in many traditional public or private agencies, to work directly with community groups, or to create their own jobs.

Job Descriptions

The Community Worker is a generalist who has the background, knowledge and skills, flexibility and initiative, to work in a variety of community work-related settings: for example, community worker with residents' or tenants' associations, settlement houses and community based organizations; community relations worker in housing, recreation and education; welfare and youth worker; worker or coordinator of various government funded community projects.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend an admissions interview. Accepted students must arrange for a medical examination.

Recommended Background

Extensive life experience, belief in the involvement of people in decision-making, commitment to social change and previous community involvement are assets. The ability to communicate verbally and in writing is essential.

Note: The next first year intake will be September 1979. Applications for September 1979 will be considered from January 1979 onwards. This is a limited enrolment program and early application is advised.

Early Childhood Education

4 Semesters

This program combines Early Childhood Courses with an added specialization in Infant Care and Development. Students are trained to work with children aged six weeks to 10 years in nursery and day care settings. Emphasis is placed on the provision of family-oriented day care services through courses dealing with human development, creative expression, programming, the family and administration.

Each semester is divided into blocks of eight weeks. One eight week block is for academic studies, the other is for field placement where students have the opportunity to practice with children of all ages in a variety of settings.

Graduates receive an Early Childhood Education Diploma and are eligible to apply for certification by the Association for Early Childhood Education of Ontario.

Certification may be granted after two years of supervised work experience.

Career Prospects

Graduates may find employment in government and private day care centres and nursery schools. The increasing provision of day care facilities for infants and preschool children indicates continuing good prospects for employment. Graduates also find employment opportunities in the fields of private home day care and in institutional settings for atypical children.

Job Descriptions

Early Childhood Education graduates may teach in programs for preschool- and school-age children and children with special needs, often in co-operation with parents.

They are also qualified to supervise centres, where their duties may include staff hiring, supervising students, counselling families and communication with outside agencies.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants are required to complete a questionnaire and have a personal interview and medical examination.

Recommended Background

Experience of working with infants and young children is desirable, although not essential.

Creative Fashion Design/Apparel Management

4 Semesters plus 2 optional post-graduate semesters

The Apparel Industry in Canada needs new talent in design and fashion concepts to maintain and increase its export markets and its reputation for quality.

In the Creative Fashion Design and Apparel Management programs, emphasis is placed on the study of four major areas: design, style and pattern; industrial high speed sewing machines, often computer-assisted; fibres and fabrics; apparel production technology. The programs have common courses in the first semester.

Career Prospects

In Ontario there are over six hundred apparel plants which employ fashion designers, plant managers, creative assistants, supervisors, consumer advisors, sales representatives and fashion illustrators. There are also career opportunities in retail chain stores, testing laboratories and governments.

Job Descriptions

Designer — The designer creates original items of clothing and designs fabrics and accessories.

Apparel Plant or Workroom Manager — The manager's responsibilities include time studies, plant layout, inventory control and fabric utilization.

Furrier — The furrier makes, repairs, alters, designs or cleans fur garments.

Leatherworker — The leatherworker designs, makes and sells leather garments and combinations.

Sales — The designer may work in wholesale houses selling to large department stores or in retail sales and boutiques.

Buyers — The graduate may work as a buyer for wholesale and retail outlets.

Illustrator — The illustrator makes sketches and displays for store windows and newspaper and magazine advertisements.

Fabric Testing and Product Specification — The graduate may be employed to test fabrics and to establish specifications for fabric needs and garments.

Admission Requirements

Ontario Secondary School Graduation Diploma with credit in years 3 and 4 at, or above, the general level, or equivalent plus artistic aptitude, apparel construction skills or a merchandising orientation.

Recommended Background

Credits in Art, Home Economics and Social Sciences are desirable. Mathematics in years 3 and 4 is recommended for Apparel Management students.

Furniture Production and Design

4 Semesters

The program concentrates on the three main skills in furniture manufacturing; cabinet making, finishing and upholstering. In the first year the student will study topics such as construction, technical drawing and blueprint reading, design, factory organization and costing. Materials worked include metals, woods and plastics. During the summer the student will work in the industry.

Career Prospects

An understanding of furniture construction and design enables the graduate to step into supervisory, buying or selling positions or to engage in the assessing and restoring of antiques, and manufacturing. Simulated assembly line training enables the graduate to qualify for in-plant employment.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Experience in drawing and woodworking would be assets.

Culinary Management

4 Semesters

The Culinary Management program provides training in all aspects of food preparation, cooking and presentation to international standards and graduates are well versed in kitchen organization and management. Included in the program are two six-week periods of supervised work experience under top Toronto chefs.

After three years of work in the industry graduates will be eligible to write the professional certification examination of the Escoffier Club.

Career Prospects

Career opportunities in the field of professional food preparation are excellent. As changing life styles influence more and more people to dine out so has the demand for professional chefs increased — by more than 50% in the last three years alone. Graduates will find employment in large hotel and food operations as well as in the more intimate restaurants and clubs.

Job Descriptions

Chef de Partie — reporting directly to the Sous (assistant) Chef, the Chef de Partie is responsible for the operation of a major department (partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.

Sous Chef — reporting directly to the Executive Chef, the Sous Chef is responsible for the day to day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality, appearance and cost. The Sous Chef is also fully responsible for the kitchen in the absence of the Executive Chef.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Food and Beverage Management

The food industry is the most rapidly expanding service sector of Canada's economy. By 1980 it will offer more than 79,000 new jobs. Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Students graduate with thorough training in practical skills and management techniques, using modern facilities which include fully-equipped bars and food preparation stations, a private, licensed dining lounge, and a frozen food laboratory.

The latest innovations in food service management are learnt with a computerized menu planning system as well as banquet catering, beverage control, restaurant accounting, nutrition and personnel management.

The College has co-operative training programs with many of Toronto's top restaurants and catering establishments, so second-year students can spend two months working with managers, learning every aspect of food management on the job.

Career Prospects

Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as a management trainee, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

Job Descriptions

Management Trainee — The Management Trainee works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager — The Manager is responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager — The Food and Beverage Manager is responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, quality control, sanitation, and an excellent food production system.

Owner — Graduates, with access to financial backing, may take up the challenge of opening their own food establishment. Often having started out with small fast food or speciality restaurants, several of our graduates own and operate successful food operations.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Hotel Management

Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs young men and women who are prepared to meet the challenge it offers.

The Hotel/Motel Administration program gives the student the training to enter this field. Students learn practical skills in the most modern facilities available including fully-equipped bars and food preparation stations, a private licensed dining lounge and a front desk classroom with individual reception desks. Management techniques are learnt with the aid of a computerized model of a hotel operation.

In the well-established co-operative training program second-year students spend two months with the department heads of world-famous Toronto hotels learning under expert supervision what the hotel industry is all about.

Career Prospects

Graduates can look forward to a variety of positions within a hotel such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely-related food service industry.

Job Descriptions

Front Office and Reception — The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

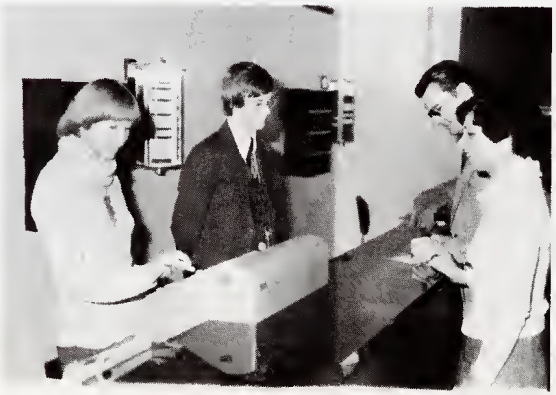
Sales — The salesperson visits local and out of town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing — The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Food and Beverage — The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets — The banquet manager supervises the set up and service of banquets, weddings, receptions, meetings and conventions.

Accounting — The food and beverage controller compiles cost and profit statistics, pricing menus, forecasting business trends and reporting to management on cost-saving measures.



Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Theatre Arts

4 Semesters

In response to the revival of interest in musical comedy, musical drama and cabaret, the Theatre Arts program places its emphasis on training in the related disciplines of musical theatre.

This two-year program provides an opportunity to gain a foundation of skills, practicalities, traditions, and professionalism for the performing arts.

Enrolment is limited, ensuring that considerable personal attention is given to each student. Faculty members are all practitioners in the professional world of stage and/or screen.

Close contact is maintained with local theatres and studios, and students have an opportunity to experience the workings of these organizations at first hand.

Classes are approximately 35 hours a week for 32 weeks, over two semesters each year.

Major courses include acting (including improvisation, text study, characterisation, scene work, workshop production); voice and speech; mime and dramatic movement; dance (basic ballet and modern stage); vocal music (solo and choral); set design and basic construction; costume design; basic construction and wardrobe operation; performance production for stage and camera; video and radio performance techniques.

Minor courses include make-up for stage and camera; lighting and sound; audio-visual equipment; stage management and production management; career management, history of the theatre; study of scripts and lyrics.

On successful completion of the program students receive a diploma. A third year, more specialized post-diploma course is under consideration.

Career Prospects

An ever-expanding international market creates a consistent, though competitive, demand for well-oriented talent in a widening range of educational, entertainment, and commercial activities.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in levels 3 and 4 at, or above, the general level, or equivalent. Applicants are interviewed and auditioned before acceptance.

GEORGE BROWN
ST. JAMES CAMPUS

Programs offered at St. James Campus:

Business & Commerce

Accounting	34
Business Administration	37
Business General	35
Court Reporting (Stenographic)	40
Court Reporting (Stenomask)	41
Electronic Data Processing	34
Insurance	36
Marketing	35
Medical Dicta-Typing	40
Physical Distribution	36
Residential Construction Management	41
Residential Property Management	42
Sales	37
Secretarial Arts (General Executive)	38
Secretarial Arts (Legal)	39
Secretarial Arts (Medical)	39

Electro-Mechanical Technology

Acoustics Engineering Technician	42
Electronics Engineering Technician	43
Electronics Engineering Technology	44
Instrumentation Engineering Technician (Industrial)	45
Instrumentation Engineering Technology (Industrial)	46
Watchmaking	47

Graphic Arts

Graphic Design Technician	50
Graphics Technician (Printing)	48
Diploma Nursing Program	51

Business

Business today offers a wide choice of interesting, well-paying careers.

There is a growing need for competent, skilled people in accounting, marketing, data processing, physical distribution, insurance, general business administration and sales positions.

George Brown's Business and Commerce Division can give the highly concentrated training needed to enter the specialty area of the student's choice.

The first semester of all the two-year business programs is the same. This provides a broad introduction to business. Subjects include language and communication, business mathematics, introduction to accounting, data processing, marketing, insurance, and physical distribution.

In the second semester, students start to specialize in one of the areas listed below.

Option 1 — Accounting

Option 2 — Electronic Data Processing

Option 3 — Marketing

Option 4 — General Business

Option 5 — Physical Distribution

Option 6 — Insurance

Graduates of two-year programs may also qualify for a fifth semester in the Business Administration Program.

Accounting

4 Semesters

Option 1

The courses included in this program provide a valuable preparation for students interested in accounting careers in business, government and industry. Students who wish to obtain a professional accounting designation may be granted advanced standing in specified courses by the Certified General Accountants Association and the Society of Management Accountants.

Career Prospects

Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Large firms tend to prefer graduates with leadership potential, a thorough knowledge of accounting skills plus self confidence, and the ability to communicate freely. The new graduate may obtain employment in a training program which will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, credit.

In smaller firms, the graduate will probably be expected to perform a wider range of accounting tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Electronic Data Processing

4 Semesters

Option 2

Students of this program are trained in the theoretical and practical applications of computers to business. The program is of particular interest to those who are interested in a career as a computer programmer or who wish to advance to the level of systems analyst.

Students are exposed to several programming languages, with emphasis on COBOL, the language used most widely in industry. Skill is developed by work on realistic application problems. In addition, a conceptual understanding of systems analysis and design is developed by a combined lecture and project approach, re-enforced by extensive readings. Senior students are exposed to the current state of the art through discussion of selected articles from trade journals.

Graduates receive a diploma in EDP, and are technically equipped to work as junior computer programmers.

Job Descriptions

Computer Programmer — Working from a detailed description of a proposed application, a programmer defines the logic of a solution and codes computer instructions to generate the desired results from the computer.

Systems Analyst — Working with people from the department requesting computer service, a systems analyst examines and improves upon existing applications and coordinates the definition of proposed applications, including cost estimates and implementation schedules. This is a senior position to which a programmer may be advanced after several years of experience.

Computer Operator — Working from a schedule of jobs to be run, an operator monitors the running of the computer and follows written directions in response to specific snags which may arise. Graduates from our EDP program are able to quickly learn the specific requirements for operating any particular computer.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Facility in both oral and written communication is required for advancement to senior positions since report writing, interviewing and conducting presentations are key activities.

Marketing

4 Semesters

Option 3

The marketing program is very highly concentrated in marketing subjects and is designed to prepare the student for a career in the field of marketing management, advertising, sales, marketing research or retail management.

The program makes extensive use of computerized decision-making simulations, case studies, research, with substantial use of video tape and related visual learning resources. The downtown location of the campus makes it ideal for field trips and industry projects.

Career Prospects

Excellent opportunities exist, requiring varying degrees of skill and management potential. Many graduates start their training in sales or other marketing functions and quickly rise to junior positions in product management, retail management, marketing research, advertising, and sales.

Job Descriptions

Assistant to Product Manager — The graduate assists in developing product objectives and marketing strategy and deals with the issues of promotion, pricing, distribution, product packaging, content and design.

Retail Management Trainee — Graduates frequently enter training programs offered by progressive retailers and, with minimum training, become capable of operating a department or branch. This involves employee management, merchandising, controls, promotion management and store layout and design.

Marketing Researcher — The graduate develops research instruments to achieve specific research objectives, gathers the data, analyzes the results and plans action.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Proficiency in oral and written communication is highly desirable.

Business General

4 Semesters

Option 4

This program is designed for the student who seeks a broad, well integrated education in the field of business, as well as the opportunity to concentrate on more than one major subject area. In the second, third and fourth semesters, considerable flexibility is provided in that students select courses from other business options, under the guidance of faculty members.

Career Prospects

Career prospects in management trainee positions are available in a wide range of organizations such as governments, financial institutions, public institutions, public utilities, merchandising, manufacturing, small business, cooperatives and labour unions.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Proficiency in oral and written communication is an asset.

Physical Distribution

4 Semesters

Option 5

In the two-year Physical Distribution Program students get a thorough grounding in the processes involved in moving goods from producer to consumer, at the local, national, and international level.

Career Prospects

The economical distribution of products and services is of major importance in Canada's modern economy. Careers exist in business and industry in wholesaling, retailing, manufacturing and service operations as well as with various governmental agencies and institutions such as hospitals and schools.

Job Descriptions

Physical Distribution Analyst — The analyst's responsibility is to investigate and improve the efficiency of any, or all, parts of an organization's distribution system. This could involve recommending the best location and size for a new warehouse; investigating the rates and qualities of various transportation methods; recommending optimum quantities to ship.

Purchasing Agent — The purchasing agent's responsibility is to seek the best suppliers in terms of price, quality, delivery, and service; then, using past records and forecasts of future needs, to order the most economical quantities that minimize total inventory cost.

Traffic Freight Analyst — An excellent job opportunity is found in the various fields of transportation. There is potential for moving up in various aspects such as distribution management, claims or insurance, inventory control, freight handling and storage, shipping and receiving, trucking operations, terminal supervision, rating, freight and dispatching.

Other job titles include inventory co-ordinator, import/export agent, distribution centre supervisor, customer service representative and traffic rate analyst.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Insurance

4 Semesters

Option 6

This option is available for those students who wish to pursue careers in the Property/Casualty Insurance industry. The graduate of the program will have a thorough theoretical knowledge of the basic principles and procedures of the business, with specific instruction in Property Insurance, Liability Insurance, Automobile Insurance as well as other coverages and business related subjects.

Career Prospects

The Property/Casualty Insurance industry is anxious to hire graduates of this type of program.

Graduates of the program may advance rapidly in the industry. Be it in agency, adjusting, association, brokerage or company ranks, graduates will have an opportunity to apply their theoretical knowledge in actual work situations.

After one year in the industry, the graduate becomes automatically eligible for election as an Associate of The Insurance Institute of Canada (A.I.I.C.), the first step towards the industry's highest professional designation, Fellow of The Insurance Institute of Canada (F.I.I.C.)

Job Description

Trainee Underwriter — Using rate manuals, and established procedures, a trainee underwriter reviews applications for limited amounts of coverage on simple risks. The trainee accepts or declines cases normally requiring limited technical knowledge or experience and refers complex and unusual risks to superiors.

Claims Representative — The representative handles claims promptly, equitably and economically within the provisions of the Insurance contract; investigates damage or loss; negotiates and settles assigned claims within an authorized amount; produces reports on the results of all investigations and negotiations to the claims supervisor and recommends further action on claims exceeding his authority.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Business Administration

5 Semesters

Option 7

This program is for those students who, having completed a four semester business program at George Brown College with a good academic record, desire to proceed into more advanced areas of study in Business Administration. It integrates the students' more advanced learning into a broader view of an organization as a whole. In addition, students increase their specialized knowledge through research projects in their major fields of study. Advanced decision-making, planning and central skills are developed through the use of modern learning techniques.

Career Prospects

Students with these advanced credentials have greater job opportunities in many business and government organizations at levels higher than a graduate from a two year (4 semester) program.

Job Descriptions

Management Trainee — The trainee enters the organization at various levels and is trained and developed through movement upward in the organization in various tasks and job areas, eventually becoming a manager.

Admission Requirements

Two year Business diploma in accounting, data processing, general business, marketing, insurance or physical distribution taken at George Brown College.

Sales

2 Semesters

The one year sales program has been developed to assist the aspiring salesperson to develop sales skills, and enough general business administration knowledge to permit effective management of the sales force.

The study of buying psychology and sales presentation theory followed by video sales presentations in a business atmosphere with color T.V. playback gives the student unique experience in handling sales calls at the industrial sales level.

During the two semesters of instruction the student obtains an understanding of the sales quotation letter, business letter writing, business mathematics, basic marketing, accounting, human relations and other business functions.

Career Prospects

On employment, the graduate will spend a training period learning about the employer's products or services, customers, and policies. The graduate's education is broad enough to speed up the training process and provide the understanding which leads to management opportunities in sales, client service and customer relations.

Job Descriptions

Salesperson in Training — A junior sales position while learning the technical aspects of the product and the customer use of the product. This leads to a higher paying senior sales position.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

The ability to succeed with a minimum of supervision is essential.

Secretarial Arts

All students who wish to pursue programs in general-executive, legal or medical secretarial arts, take a common first year of introductory and general background courses. The main purpose is to provide the student with a solid foundation in secretarial skills.

Toward the end of first year, the student decides which course of study to pursue. These are described in the following pages as:

OPTION 1 — General Executive

OPTION 2 — Legal

OPTION 3 — Medical

Each of these programs provides intensive study in the major subject area for an additional two semesters, and provides a 2-year diploma in Secretarial Arts.

Secretarial Arts (General Executive)

4 Semesters

Option I

This program is designed to give the students skills, abilities and knowledge to keep abreast of the new office procedures resulting from technological changes and innovations. With the aid of the most modern equipment, including a steno lab, the technical training is kept at a high level of achievement.

Career Prospects

General executive secretaries are in demand by small businesses, large corporations, real estate offices, boards of education, and other institutions.

Job Descriptions

The general executive secretary is capable of taking dictation of material and transcribing it accurately and efficiently, and is an essential part of the office scene able to act as an assistant to the employer. He or she is equipped to attend conferences, arrange travel plans and meetings and eventually participate to a certain extent in decision-making.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Recommended Background

Credits in English and communication skills are strongly recommended as background.

No previous knowledge of shorthand or typewriting is required, however, if the applicant has 45-50 w.p.m. in typing and 80-100 in Pitman or machine shorthand, credits may be granted towards the first year of the program.

Secretarial Arts (Legal)

4 Semesters

Option 2

There is probably no secretarial postion in which the work is more varied than that of a legal secretary.

The Legal Secretary program is designed to prepare the student for employment in one of these challenging positions. Students will become familiar with legal terminology and will see how to prepare and handle a variety of legal instruments and court documents. They will learn the principles upon which Canadian law is based and will have an opportunity to see justice in action by sitting in, as observers, in court rooms where trials and appeals are being conducted. In the final months of the program, students will spend one week as trainees in law offices.

Career Prospects

There is a great demand for qualified legal secretaries to work in private law firms and in institutional legal departments. Alternatively, successful candidates may wish to enter into Court Reporting (see separate program description for details).

Job Descriptions

In addition to preparing correspondence and legal documents, legal secretaries frequently make appointments, schedule meetings, research background information and many other activities to assist their employers in the smooth operation of the law office.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Secretarial Arts (Medical)

4 Semesters

Option 3

The Secretarial Arts (Medical) program is offered to students who have mastered the stenographic fundamentals and who have a special interest in the medical field.

All phases of medical secretarial work are explored. Medical terminology, anatomy, medical office procedures and medical office accounting are covered.

After specialized training, the students will graduate with well-developed skills, with a wide choice of job opportunities.

Career Prospects

There is a continous demand for medical secretaries with either shorthand or dictaphone skills to work in hospitals, clinics and doctors' offices.

Job Descriptions

The medical secretary is called upon to do a variety of work making appointments and taking information from patients, handling correspondence and reports. The secretary must be responsible, able to work with a minimum of supervision, and be sensitive to the needs of patients.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Medical Dicta-Typing

2 Semesters

A one-year Medical-Dictaphone program is offered to applicants who have a minimum typing speed of 45 w.p.m. and who do not want short-hand in their program. It is a certificate course as opposed to the two-year diploma program which has shorthand.

Career Prospects

There is a continuous demand for medical dicta-typists in hospitals, clinics and doctors' offices.

Job Descriptions

Medical dicta typing is a useful additional skill for those interested in working as a doctor's receptionist. There are also many opportunities for well-trained graduates in the hospital services. Most hospitals have on staff a number of people who can intelligently and knowledgeably transcribe recorded medical reports into acceptable typewritten form.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Recommended Background

English and communication skills are strongly recommended.

Court Reporting (Stenographic)

2 Semesters

This is an intensive course in reporting skills which will prepare the student for employment in the court reporting field. The course of study, as well as covering many other areas, includes actual experience in the courts working with an experienced court reporter. The Chartered Shorthand Reporters' Association examination can be written on completion of the course.

Career Prospects

Reporters are in great demand in the Supreme, County and Provincial Courts and the Special Examiners' Offices. There is also a wealth of opportunity for employment for those who desire to do free-lance work.

Reporting in this area covers events such as special hearings and conventions.

Job Descriptions

It is the court reporter's responsibility to make a verbatim report of the proceedings of the court.

The importance of accuracy cannot be over-emphasized as the outcome of a trial could be affected by the court reporter's transcript. Those who engage in this profession have to be highly skilled, accurate workers who can take pressure and long hours in their stride.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4, including English, at or above the general level, or equivalent. Applicants may be required to take a written English test with a required passing grade of 65%.

Shorthand speed (Pitman or machine) of 120 w.p.m. on straight matter for five minutes and 45 w.p.m. in typewriting. Applicants may be required to demonstrate this proficiency. Those who meet the shorthand requirements will continue their reporting studies in the shorthand system in which they have qualified.

Preparatory courses are available for applicants without the prerequisites for entry into the program.

Recommended Background

A high degree of manual dexterity and communication skill is strongly recommended. Related business experience, or successful completion of a recognized legal secretarial arts program, would be beneficial.

Court Reporting (Stenomask)

2 Semesters

Stenomask reporting is an alternative to shorthand for recording court proceedings which are later transcribed into typewritten form. Using stenomask equipment, the court reporter repeats what is being said into a "mask" which is attached into a recording device. A speed of up to 250 words per minute is required.

Students will follow the same program of study as in the regular Court Reporting program, except that they will develop their recording skills on the stenomask rather than in shorthand.

Career Prospects

Stenomask reporting is now an approved technique in certain courts and other judicial bodies. The Ontario government formerly did the training but recently asked the College to take on this responsibility. The new course is in direct response to the government's request.

Graduates will be prepared for careers in the following areas: County Court, Criminal and Family Division of the Provincial Courts, Special Examiners' offices and convention reporting. There are also many opportunities for those who wish to free-lance.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in year 3 and 4 at, or above, the general level, or equivalent. An interview is required. Applicants must have a minimum typewriting speed of 35 w.p.m.

Recommended Background

English and communication skills are strongly recommended.

Construction Management (Residential)

4 Semesters

Residential construction is a field that significantly differs from general construction. In close consultation with the Housing and Urban Development Association of Canada (HUDAC), George Brown College has developed a program that is weighted heavily in the areas of business organization and management, with 50 percent of school time spent in the technical area. In addition, during the months of June, July and August, the student will be employed by a construction company to apply acquired knowledge in a real work situation. The employer will be asked to submit to the College an assessment of the student's performance on the job.

Career Prospects

Home builders are looking for personnel who are trained in all aspects of the residential construction industry including technology, management, finance, law, sales, purchasing, advertising and public relations. They must have the ability to identify good tradespersons and good quality workmanship but they do not necessarily have to be able to perform the trades themselves. They must have leadership qualities so they can qualify for management in large construction companies or as supervisors of small to medium building firms. The Residential Construction Management program has been developed especially to fill this need in industry.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent. All applicants are interviewed before acceptance.

Property Management (Residential)

4 Semesters

The curriculum of this program was developed by leaders of the property management industry and is intended to prepare candidates for certification in the public and private sectors. Emphasis will be placed on sound business administration, marketing, accounting, law, personnel management and insurance, purchasing and inventory control, security and safety, resident relations, maintenance and housekeeping.

Lectures, case studies and practical on-site assignments will be provided to enable the student to deal effectively with day to day property management problems. This full-time program includes college-supervised work experience under qualified managers.

Graduates are eligible for professional designation by the Housing and Urban Development Association of Canada and the Institute of Housing Management.

Career Prospects

Indications are that condominiums, public and rental housing will form the bulk of available housing in urban areas in the future, so the need for professional managers will increase.

Job Descriptions

Leasing — The property manager is responsible for the leasing program of rental projects.

Public Relations — The property manager interprets company policy for the tenant and maintains a positive image for his projects.

Maintenance and Housekeeping — The property manager establishes and maintains day to day and long term programs to ensure the maximum income flow for the buildings.

Feasibility Studies — The property manager determines how to correct problem areas and to make recommendations before construction begins, sets up and controls rent and collection schedules, and deals with contractors in the tendering and authorizing of contracts.

Management — The property manager is responsible for the efficient, economic and competitive management of rental, condominium or public housing and must understand and interpret company policy.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. All applicants are interviewed by a professional property manager. All applicants are interviewed before acceptance.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Acoustics Engineering Technician

4 Semesters

The Acoustics Technician program provides a thorough grounding in principles of acoustic design, sound analysis and modern practices of noise control and hearing conservation. Students are trained in well-equipped laboratories in the operation of professional and industrial instruments used for sound and vibration measurement and analysis for audiometric screening and audio reproduction.

The program has been accredited by the Ontario Association of Certified Engineering Technicians and Techologists.

Job Descriptions

Sound and Vibration Measurement — The technician's training, with a "hands-on" approach in the measurement and analysis of sound vibration, provides the skills needed to perform these tasks in industry.

Industrial Hearing Conservation — Skills in audiometric screening, sound and vibration measurement and analysis, and in noise control enables the technician to be a valuable member of the industrial hearing conservation staff.

Audio — A working knowledge of professional quality audio equipment as well as sound reinforcement equipment enables the technician to work effectively with the audio engineering staff, in operations, maintenance and sound systems engineering.

Sales — Using knowledge of audio, noise control products and techniques and of business organization and marketing, the technician may become a member of the sales organization.

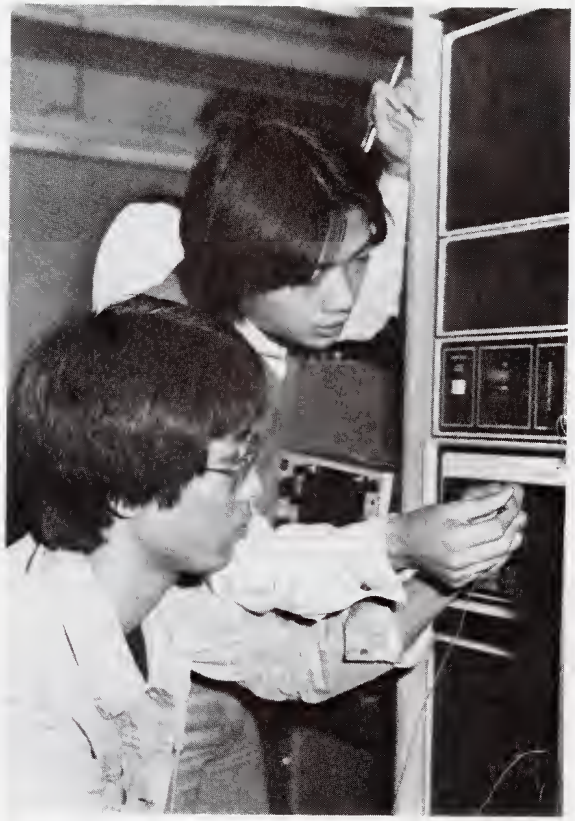
Architectural Acoustics — Skills in drafting, architectural and engineering drawing, noise and vibration control, enable the technician to work effectively with the architect or engineer.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in drafting and electricity/ electronics are desirable.



Electronics Engineering Technician

4 Semesters

The Electronics Engineering Technician program provides both men and women with the opportunity to work in the maintenance, installation, production, design or research phases of the Electronics industry. In order to better qualify the graduate for immediate productive work in industry, the program has been designed so that in the second year the student specializes in one of the following areas: Communications, Computers, ETV/TV Broadcast. Graduates of this program are now employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed circuit television studios, in the oil industry, and in the installation of computer and communications systems. Graduates have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as a Senior Engineering Technician.

Job Descriptions

Installation Technician — The Installation Technician goes to the customer's premises and installs or modifies company components and systems, performs tests to insure satisfactory operation, and instructs the customer in the operation. If the company deals in systems, for example, large computers or aircraft guidance systems, there might be an installation team with several installation technicians.

Maintenance Technician — The Maintenance Technician does periodic testing and performs scheduled preventative maintenance on equipment at the customer's place of

business. For example, on servicing computer terminals, the paper punch unit, tape reader and key board must be cleaned and oiled on a regular schedule along with voltage and current checks of the electronics circuits. In servicing video systems, the technician would periodically check the response of the T.V. camera tube, make the necessary electronic adjustments and repair.

Calibration Technician — The Calibration Technician is specially trained by the company to calibrate their electronic equipment to company and government standards. This is an exacting job and requires that the technician work to very close tolerances.

Service Technician — The Service Technician locates and repairs faults which occur on company equipment. This requires a detailed knowledge of the company equipment and expertise in diagnostics. If the customer brings unserviceable equipment to the company's premises the technician may be called a Bench Technician. In some companies a bench technician may be assigned to a project group where he will build prototypes from engineering drawings, run tests and make minor modifications.

Production Technician — The Production Technician ensures that the product meets the specifications and may troubleshoot and repair faulty products.

Design, Research and Development Technician — The Design, Research and Development Technician modifies existing equipment, prepares new designs, including calculations, for approval, builds and calibrates test equipment, and performs tests during the research, design, and development phases of a new product or technique.

Plant Technician — The Plant Technician modifies, repairs and installs electronic equipment and instruments associated with the industrial process.

Technical Writer — The Technical Writer prepares reports, bulletins and specifications including the drawings, illustrations, graphs and tables for company products and proposals.

Sales Technician — The Sales Technician works directly with the customer in an advisory capacity and prepares quotations on company products.

Note:

1. In large firms the graduate may perform only one of these tasks initially, but several or all of the tasks on progress through the company's organizational hierarchy.
2. In small companies the graduate may do some or all of these tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be a useful background. The technician is usually working with the customer; therefore, an ability to work with and to communicate effectively with others is most essential.

Electronics Engineering Technology

6 Semesters

This coeducational program was developed to meet the needs of industry for Engineering Technologists with a practical and theoretical knowledge who will be able to work effectively in the many areas of Electronics. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides the student with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems (computers, communication); quality control; management; marketing; and research. Because of the depth of knowledge required by the Technologist, the college will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying, may be transferred to the Electronics Technician.Graduate Technologists have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as an Engineering Technologist.

Job Descriptions

The technologist may start a career in any of the jobs listed for electronic technician; the additional training offers opportunities for promotion to more challenging technical positions and to supervisory or managerial positions.

Design Technologist — As a member of a design team, the technologist designs electronic apparatus or portions of complex electronic circuits including the test procedures and the writing of the specifications.

Research and Development Technologist — As a member of the research and development team, the technologist assists in the project by building, testing and conducting experiments on electronic equipment. From the experiments, the technologists will analyse the results and prepare the technical data for publication.

Technical Sales Technologist — The Technical Sales Technologist gives technical assistance to customers in the selection and use of electronic components, equipment and systems, and provides the customer with quotations and after sales servicing.

Technical Writing — In an engineering office the technologist may edit engineering reports and compile reports, bulletins, and specifications.

Quality Control Technologist — In a manufacturing company, the technologist may be required to establish and maintain a product inspection service and suggest changes on manufacturing procedure or component selection.

Plant Engineering Technologist — Through liaison with the various departments of a company the technologist will ensure the effective co-ordination of services from the initial design to the efficient utilization of equipment and space in the manufacturing stage.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programming at year 4 and mathematics at year 5 would be useful background.

Instrumentation Engineering Technician (Industrial)

4 Semesters

The Instrumentation Engineering Technician works in all phases of industry using automatic controls. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a sound grounding in pneumatic instrumentation, electronic instrumentation, computers and related academic subjects.

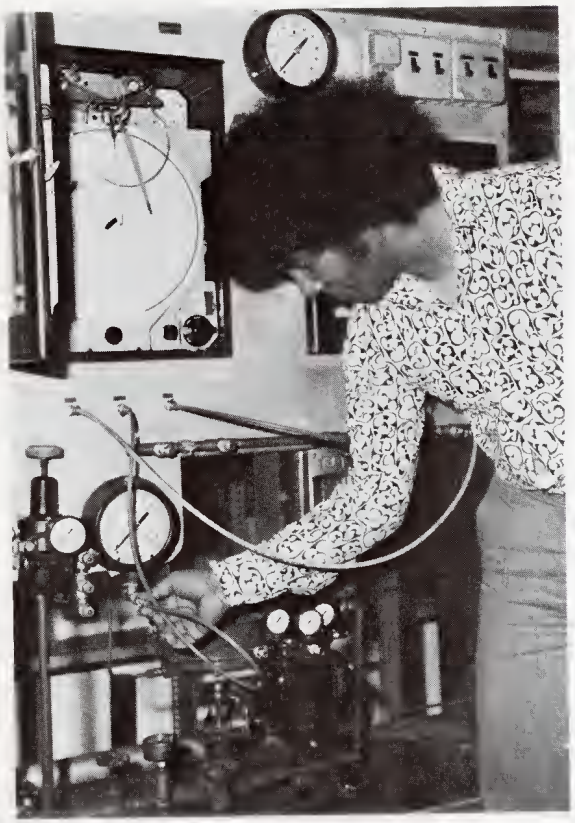
Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The graduate technician's training prepares for careers that range from the computerized control of a nuclear power plant to the electronic and pneumatic control of a fertilizer process.

Job Descriptions

Plant Maintenance and Design Modification — The technician will be capable of the operation, maintenance and modification of control loops, which may contain temperature, pressure, level, and flow controlling devices, and analytical instruments such as the gas chromatograph. In many cases these instruments will be monitored by computer. The technician may work with one or more junior personnel.



Environmental Control — The technician will be capable of operating, maintaining and modifying environmental control instruments used in the monitoring and control of water and air pollution in both private industry and governmental agencies.

New Plant Constructions — The technician may be part of a team which installs instrument control systems, and commissions control loops, during the initial stages of new processes.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/ electronics, mechanics, chemistry and computer programming would be a useful background but not mandatory. The technician is usually working with many diverse departments in an industrial plant, or with customers, if in sales, therefore, an ability to work and communicate effectively with others is most essential.

Instrumentation Engineering Technology (Industrial)

6 Semesters

The Instrumentation Technologist works mainly in design and systems modification. Job opportunities range from challenging positions in research and development to sales and service for instrument manufacturers.

The Industrial Instrumentation Technology program gives a six semester program in two years.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a firm grounding in electronic instrumentation, pneumatic instrumentation, computer technology and related academic subjects.

Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The technologist's role in industry is primarily in system design and modification However, specialization in one specific aspect of instrumentation such as computer control, analysis instrumentation or electronic instrumentation may be selected.

Job Descriptions

Consulting and Design — The technologist may initially be a member of a team of specialists designing and drafting new instrumentation systems and modifying existing installations, and, with experience, may supervise the commissioning and installation of systems for new processes.

Plant Maintenance — The technologist, after a suitable orientation period, will be capable of supervising a team of technicians and other personnel in the maintenance and modification of control systems, of individual control loops containing temperature, pressure level and flow measuring devices, and of analytical instruments and mini-computers. The co-ordination and scheduling of instrument maintenance in relation to other trades may also be the responsibility of the technologist.

Computer Interphasing — In the past, computer personnel looked after computer maintenance, and instrument personnel looked after their own maintenance and modifications. The instrumentation technologist has an ever-expanding role to play in the field of computer interphasing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics and computer programming at level 4 and mathematics at level 5 would be useful background but not mandatory.

Watchmaking

4 Semesters
Optional 5th & 6th Semester

The basic two-year program in watchmaking prepares the student to service, repair and manufacture all types of mechanical time pieces.

After completion of the two-year program the student may qualify to enter an optional third-year to learn how to service all types of complex watch mechanisms including electric and electronic watches.

Instruction is by the project approach for the first three semesters, and a simulated repair shop approach during the fourth, fifth and sixth semester. The College provides the most modern equipment and small tools during the training period. Related horological theory is taught parallel to shop practices.

Students completing the 2nd year of the program are excused two terms of 1,800 hours toward their apprenticeship. Students who complete the third year, are allowed the equivalent of prescribed apprenticeship training and qualify to take the certificate of qualification examination.

Job Descriptions

Watchmaker — The graduate from the four semester program is capable of servicing all types of mechanical watches except chronographs.

The graduate of the six semester program is capable of servicing all types of mechanical and electronic watches including chronographs.

Clockmaker — The graduate may specialize in clock repairing and become proficient as a clockmaker.

Precision Instrument Technician — Graduates are capable of adapting their skills to the servicing, construction, inspection and design of precision instruments used in aircraft, hydro and gas installations, chemical laboratories and meteorology.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Any hobby involving work with small mechanisms would be beneficial. Good eyesight (corrected vision is accepted), and mechanical reasoning abilities are essential.

Graphics Technician (Printing)

6 Semesters

The printing industry is one of the largest employers in the Toronto area, which in turn is known as a centre of superior quality printing companies. Several years ago, a survey of the industry indicated a real need for highly trained technicians to permit the industry to expand.

The printing technology department has the most modern presses, photocomposition equipment, process cameras, electronic colour scanners, stripping, platemaking and bindery equipment.

Technicians in the 3 year program take "hands-on" technical training in eight major areas for each of the first two years and then select one area, such as presswork, photo-composition, camera and stripping, bindery, in which to specialize in the third year.

Job Descriptions

Phototypesetter — The phototypesetter uses a special purpose computer to set type images using a keyboard unit. A tape is produced at the keyboard which contains both instructions for the computer and the information to be typographically arranged.

Mark-Up Person — The mark-up person takes a designer's layout and, using copyfitting aids and a catalogue of type styles, writes instructions on the copy to the typesetter. This person may occasionally be required to take "raw" copy and produce both a design and mark-up.

Typographic Designer — The typographic designer is primarily concerned with producing designs which employ mainly type and is not usually required to draw freehand illustrations. A "comprehensive layout" prepared by the designer may be so precisely drawn that it appears to be a printed job from a short distance. Many of the most successful in this field were formerly compositors.

Paper Assembly — A paper assembler, also known as a paste-up artist, takes reproduction proofs, phototypeset matter and illustrations, and assembles them into camera-ready copy.

Compositor — The compositor sets type using the traditional composing stick and case of metal types. However, this has become more of a page assembly function latterly where the compositor is responsible for precise fitting of symbols or special type characters into machine set pages.

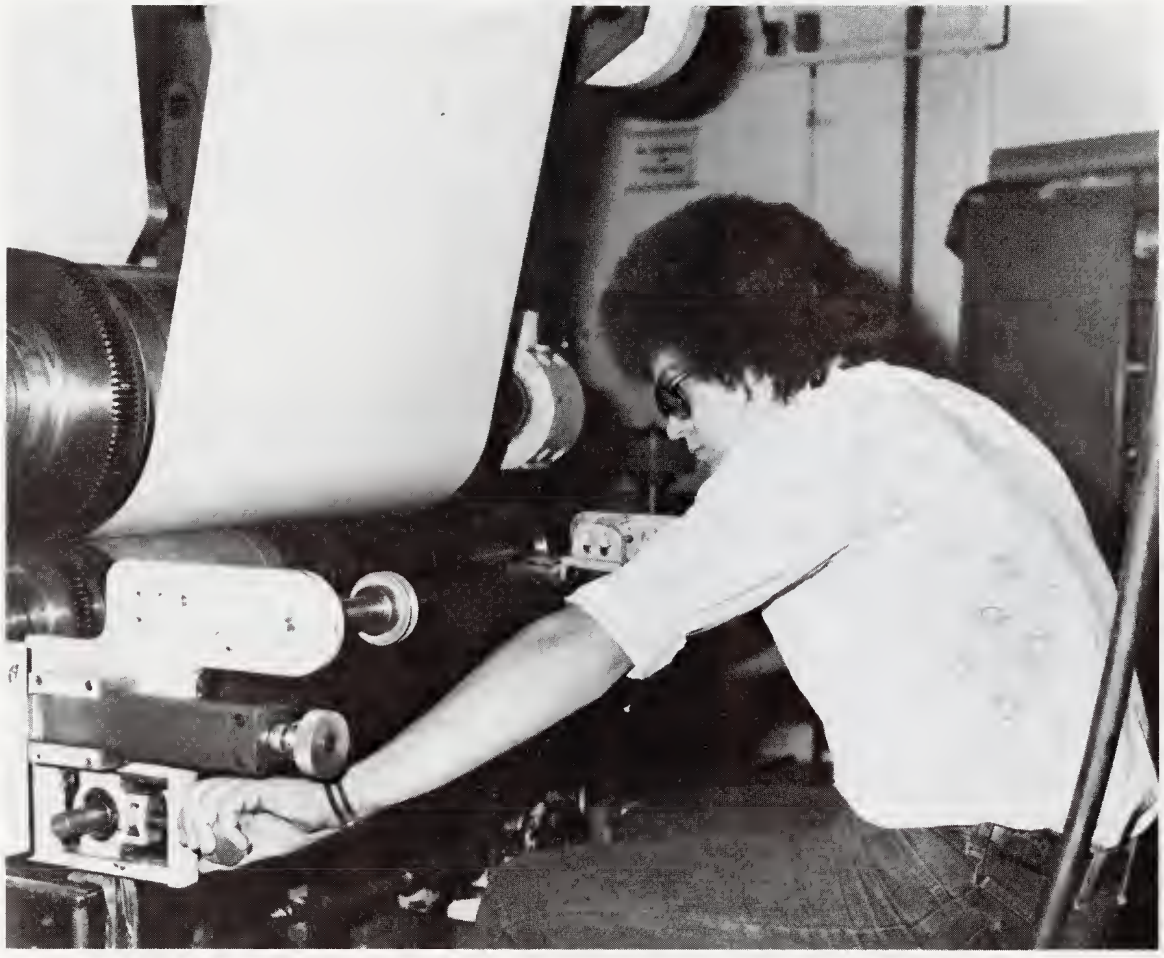
Film Assembly — A film assembler performs the same basic function as the paper assembler, using photo-positive film. In addition the film assembler may be required to operate a graphic arts camera.

Stripper — The stripper lays out flats containing line, halftone, duotone and four colour process negatives according to plan for each job, or may create the plan. Darkroom techniques are used to make photographic contacts and for the developing of offset plates.

Process Camera Operator — The process camera operator makes photographic continuous tone, line and halftone negatives for each printing job, develops film, makes contact negatives or positives, operates film processing machines and does four colour separations by means of a process camera, enlarger, contacting or electronic scanner.

Pressman — Pressmen operate one or more printing presses which use Letterpress, Offset, Rotogravure or Flexographic techniques. Presses may be one man operated or require a crew of a dozen, depending on size and complexity. Tolerances are in the 1/1000 of an inch category. Operators must have good mechanical sense, colour sense for ink matching and technical knowledge of inks, papers and plates.

Binding and Finishing — The binder operates a variety of precision mechanical equipment that folds, drills, stitches, pastes, glues, cuts, trims, sews and assembles all types of forms, folders, brochures, pamphlets, soft and hard covered books. They also may operate foil stamping and heat sealing equipment. Knowledge of papers, adhesives, and the effect of temperature and humidity on them is important. Operators must have good mechanical sense.



Technical Representative — A technical representative in the printing industry works for a manufacturer or supplier of printing equipment or supplies, servicing and/or repairing equipment in use, acting as an advisor in the use of equipment and supplies and as a trouble shooter when equipment or materials fail to perform. He or she may also become a technical sales representative.

Production Controller — A production controller organizes the production scheduling of printing orders through the various departments to achieve the best combination of plant capacity, production priorities and cost efficiency. The control function is based on the technical knowledge of time and equipment needed in each phase of production for each job scheduled.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including level 4 mathematics, level 3 physics and, preferably, level 4 chemistry, or equivalent.

Recommended Background

Drafting skills, mechanical aptitude, typing skills, artistic interests are all useful in various parts of the trade.

Graphic Design Technician

4 Semesters with optional 5th and 6th semesters

The objective of the two-year Graphic Design Technician program is to graduate technicians who can create designs of the highest professional quality, and produce finished art for printing, T.V. commericals and all aspects of advertising.

During the first year, the student is encouraged to improve natural skills, to develop techniques, to research projects, to be creative, and to be aware of the suitability of work for reproduction. In the second year the student is required to assemble under studio conditions a complete portfolio of sample work ranging from design sketches to finished art and printed pieces. Third year students may specialize in an area they wish to pursue upon graduation.

Graduates receive a diploma after the second year and a special certificate is awarded after the third year.

Career Prospects

Metropolitan Toronto is Canada's largest centre for careers in advertising art and graphic design. Graduates find employment in art studios and advertising agencies.

Job Descriptions

Paste-Up and Assembly — Paste-up and assembly involves the assembling of magazines using repro type, photography and drawings, and the assembling of advertisements and package designs.

T.V. Graphics — The T.V. Graphics Designer works in an advertising agency or T.V. station creating presentations and finished art work for use on television.

Photographic Designer — The Photographic Designer creates layouts using black and white photographs, in the advertising agencies.

Advertising Design — The Advertising Designer specializes in the visual effect of advertising layouts in magazines and newspapers.

Corporate Design — The Corporate Designer produces the original design and finished art work for a symbol that will be used by a company on its stationery, equipment, vehicles and advertising.

Package Design — The Package Designer creates appropriate packaging for various products, usually through printing companies or advertising agencies.

Illustration — The illustrator does drawings in magazines and newspapers, and may do freelance illustrations for advertising.

Studio Graphics — The designer may work in an advertising agency or in the public relations department of a large corporation creating folders, brochures, annual reports and calendars.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. All applicants must submit a portfolio of five to ten samples and pass an art test.

Recommended Background

Credits in art from secondary school or previous training in industry or art college are desirable.

Diploma Nursing Program

The aim of this program is to prepare diploma nurses to practise nursing in the Province of Ontario and to write the Ontario Nurse Registration Examinations.

It extends over two years and consists of 41 weeks of classes and clinical experience plus eleven weeks vacation, each year. The curriculum combines both nursing and general education courses. In second year there is one elective — students may choose one of several sociology courses.

Career Opportunities

Graduates are prepared for employment as staff nurses in acute-care hospitals and long-term care institutions.

On successful completion of the Ontario Nurse Registration Examinations, graduates are entered on the register of the College of Nurses of Ontario and may use the title Registered Nurse.

Post-diploma courses in specialized areas of nursing and community health services are also offered.

Job Descriptions

Staff Nurse In Hospitals, Homes for the Aged and Nursing Homes — The staff nurse is responsible for planning, providing and evaluating nursing care for individuals, families or groups. She or he works co-operatively with other members of the health team to identify problems and uses sound, scientific knowledge to make decisions. Human relations skills are required to promote a supportive environment for patients and staff, and to do effective health teaching. She or he supervises nursing care given by auxiliary nursing personnel, and can act as a resource person for other nursing staff. The staff nurse functions as a team member and after a period of orientation as a team leader.

The Program

There are eight nursing courses in the program which include both theory and clinical experience. Students get their clinical experience in acute-care hospitals and long-term care institutions.

The focus is on medical-surgical nursing of adults and children, maternity and newborn nursing, and psychiatric nursing. Students must have a minimum of a 'C' grade in each nursing course to successfully complete the program.

Complementing the nursing courses are several general education courses. These are:

Biological sciences — Study of anatomy, physiology and microbiology provides students with knowledge of the human body as well as the characteristics and organization of micro-organisms, and their relationship to people.

Pathophysiology and therapeutic interventions — These courses provide students with knowledge of how interferences with physiological needs alter body equilibrium.

Humanities — These courses explore the philosophical, theological and legal basis for the formation of values and their application to nursing.

Social sciences — Courses on psychology and sociology provide psychological and sociological perspectives on the human condition as it relates to nursing.

Clinical Locations

The Nursing Division offers one program at St. James Campus with clinical practice at the following hospitals:

Mount Sinai Hospital, 600 University Avenue
St. Joseph's Hospital, 30 The Queensway
St. Michael's Hospital, 30 Bond Street
Toronto General Hospital, 101 College Street
Toronto Western Hospital, 399 Bathurst Street
Hospital for Sick Children, 555 University Avenue

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above the general level, or equivalent, with a minimum of two credits in physics, chemistry and/or biology.

A pre-interview questionnaire, initial health questionnaire, work reference where applicable, academic pretest and personal interview are also required.

Post Diploma Programs

The following Post Diploma Programs are offered:

- Upgrading for Graduate Nurses
- Long Term Care Nursing (special focus on the elderly)
- Rehabilitation Nursing, Parts 1 and 2
- Pharmacology Upgrading for Registered Nurses
- Critical Care Nursing for Registered Nurses
- Operating Room Nursing for Registered Nurses
- Neo Natal Intensive Care Nursing for Registered Nurses
- Child and Family Mental Health Nursing for Registered Nurses

Index

Accounting 34
Acoustics Engineering Technician 42
Addiction Counsellor 25
Air Conditioning, Refrigeration Engineering Technician 5
Apparel Management 27
Architectural Drafting Technician 7
Business Administration 37
Business General 35
Certified Dental Assisting 19
Child Care Worker 25
Civil Engineering Technician 5
Community Worker 26
Construction Engineering Technician (Management) 6
Court Reporting (Stenographic) 40
Court Reporting (Stenomask) 41
Creative Fashion Design 27
Culinary Management 29
Dental Hygiene 19
Dental Hygiene (Expanded Duties) 20
Dental Technician 21
Denture Therapy 21
Diploma Nurse Program 51
Drafting Engineering Technician (Process Piping) 10
Drafting Technician 8
Early Childhood Education 27
Electrical Engineering Technician (Design) 15
Electrical Engineering Technician/Technology 15
Electronic Data Processing 34
Electronics Engineering Technician 43
Electronics Engineering Technology 44
Fitness Instructor 22
Food and Beverage Management 29
Furniture Production and Design 28
Graphic Design Technician 50
Graphics Technician (Printing) 48
Hotel Management 30
Instrumentation Engineering Technician (Industrial) 45
Instumentation Engineering Technology (Industrial) 46
Insurance 36
Jewellery Arts 17
Jewellery Repairs 18
Marketing 35
Mechanical Engineering Technician (Building Services Drafting) 8
Mechanical Engineering Technician (Drafting Design) 9
Mechanical Engineering Technician (Tool and Die) 11
Mechanical Engineering Technician (Toolmaking) 12
Medical Dicta-Typing 40
Orthotic/Prosthetic Technician 22
Physical Distribution 36
Piano Technician 16
Residential Construction Management 41
Residential Property Management 42
Sales 37
Secretarial Arts (General Executive) 38
Secretarial Arts (Legal) 39
Secretarial Arts (Medical) 39
Surveying 10
Theatre Arts 31
Watchmaking 47
Welding Specialist 14

The George Brown College of Applied Arts and Technology

Key to Campus Locations

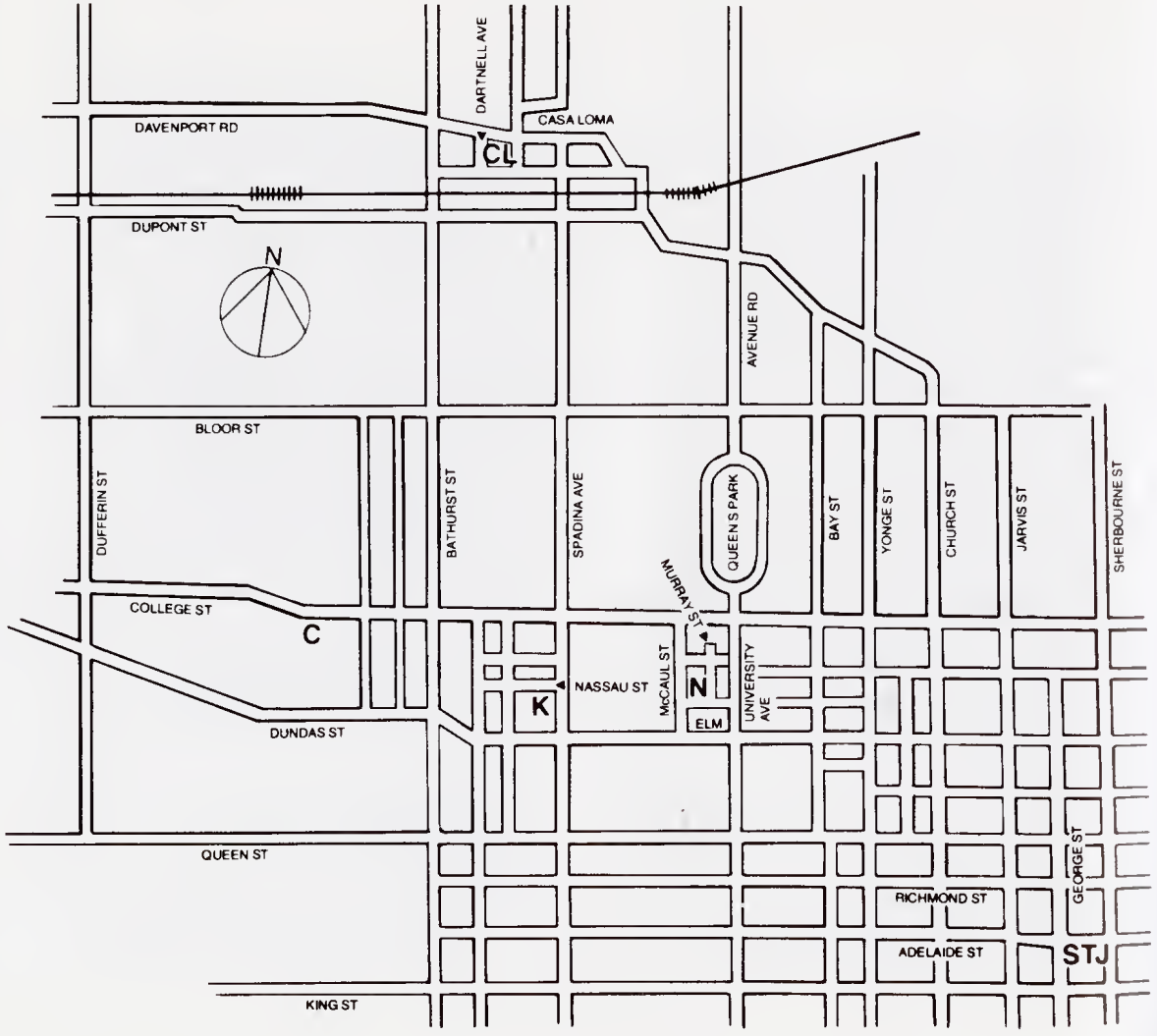
C **College Street Campus**
507 College Street

CL **Casa Loma Campus**
160 Kendal Avenue

K **Kensington Campus**
21 Nassau Street

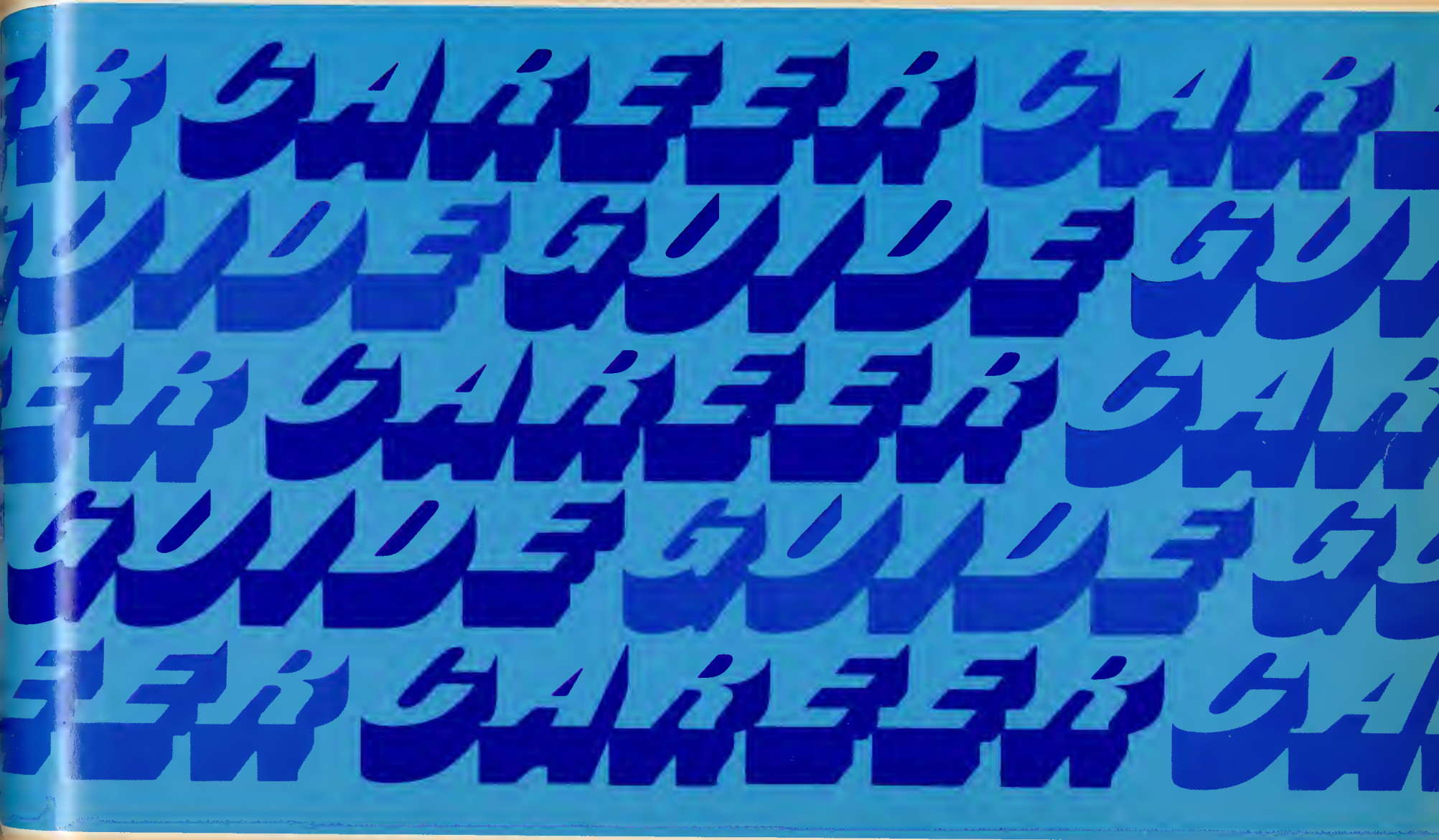
N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street E



George Brown
The City College

Career Guide 80/81



George Brown

George Brown College is located in the heart of the City of Toronto. It offers all the advantages of city life including good public transportation, and access to entertainment and cultural activities. The College's wide range of programs and services reflects the diversity of the city itself.

The City College

Nearly 50,000 full- and part-time students register with George Brown College each year. About half come from Toronto. The other half are drawn from the rest of Ontario and overseas.

Facilities

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After many years of moving in and out of temporary premises and the construction of new buildings, the College has now settled into four main campuses, all located in the Inner City.

Casa Loma Campus, at 160 Kendal Avenue, opened in the fall of 1973. Its main building houses most of the construction technology programs and has been specially designed so students can study its construction. Health Services, Jewellery Arts and Ceramics programs are also located at this campus.

St. James Campus is located on the north side of King Street between Jarvis and Sherbourne. The historical building dates back to 1874, when the first segment was built by Christie-Brown Bakery Company. When the College took it over in 1971, the building was completely gutted inside, and rebuilt to modern specifications. The attractive exterior has been completely restored. It now houses programs in Electronics, Business, Graphic Arts, Nursing and Dance.

Kensington Campus, at 21 Nassau Street, is located in the heart of one of Toronto's most interesting ethnic areas. The famous Kensington outdoor market is just steps away. Kensington Campus has programs in Food and Fashion Technology and Community Services.

College Campus, on the south side of College Street west of Bathurst, is a short walk from Kensington. It houses the Language Training Centre and the Industrial Training Division.

In addition to these four main campuses the College now has a new Theatre Arts building at 530 King Street East, a Driver Training facility at Polson Pier, and the Nightingale Residence, at 2 Murray Street. All post-diploma Nursing classes are held at Nightingale.

Admission Procedures

Secondary school students intending to enter the George Brown College are advised to consult, during the fall term, with a guidance counsellor, who will supply information and application forms.

Application forms must be accompanied by ONE of the following documents:

i) An official transcript of all secondary school marks, showing the necessary credits and grades for admission to the desired program.

OR

ii) A statement from the secondary school principal stating that the applicant is expected to obtain the necessary credits and grades for admission to the desired program; this statement must be substantiated by an official transcript of marks, when it becomes available.

The general public may obtain information and application forms by writing to the George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9, or by telephoning 967-1212 and asking for "Information".

Mature Students

Persons nineteen years of age or older, who do not have the stated admission qualifications but who appear to possess the capacity and maturity to succeed are eligible to apply. This category is not open to overseas students.

Admission Requirements

The basic admission requirement to post-secondary programs is Ontario high school graduation (27 credits) or equivalent; certain programs, however, require personal interviews or advanced standing in specific subjects or demonstration of special talents.

When there are more applicants than places in programs of restricted enrolment, the basis of selection is a careful appraisal of all applicants holding the published minimum requirements, together with consideration of relevant experience and other personal and intellectual factors likely to ensure success in the program and subsequently, in their careers.

Priority of Admissions

Students will be admitted in the following order of preference:

1. Permanent residents of Ontario
2. Permanent residents of other Canadian provinces
3. Overseas students from Commonwealth countries
4. Students from other foreign countries

Students from Foreign Countries

Students other than Canadian citizens and landed immigrants are not eligible for apprenticeship programs or Ontario Manpower Retraining Programs. (Grade 10 or less entry.)

Students from foreign countries are eligible for post-secondary programs, provided they can demonstrate an academic standing equivalent to Ontario high school graduation, establish proficiency in both spoken and written English, fulfil any selective admission criteria for the program for which application is being made, and obtain permission from the Canadian immigration authorities to remain in the country for the length of the program.

Decision on Admissions

Applications are assessed by Board of Admissions, which is empowered to accept, defer, or reject any candidate's application for admission to any program. The George Brown College reserves the right to cancel a course, when enrolment is insufficient, or employment opportunities appear inadequate.

*Fees

i) Post-Secondary Programs

Confirmation fee	$ 50.00
First semester	
Balance of tuition fee	$150.00
Laboratory/Equipment fee	15.00
Student activity fee	20.00
	$185.00
Second semester	
Tuition fee	$155.00
Laboratory/Equipment fee	15.00
Student activity fee	15.00
	$185.00

The Confirmation fee of $50., which includes a $10. registration fee, must be paid within three weeks after notice of acceptance to guarantee a place in the program; it is not refundable, but is credited as a portion of the total fees. The balance of the first semester tuition fee must be paid at the time of registration; the second semester fee must be paid in full before the end of the first semester.

The student activity fee is collected on behalf of the Student Councils.

Detailed information on fees, payment dates, refunds and late fees is available in the Fee Schedule available from the Registrar's Department and issued with every acceptance letter.

Applicants from foreign countries must pay total fees of $825.00 which must be paid in full no later than two months before registration date, i.e. by July 1 for September registration and by November 1 for January registration.

The cost of textbooks, instruments and supplies is additional to the tuition fee and varies, according to the program, from $40 to $100. Students are invited to use the facilities of the campus bookstore.

Cheques and money orders for fees should be made out to the George Brown College.

* The above fees were in effect at the time of publication; they are subject to change at any time without notice.

The description of program offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the College reserves the right to cancel or to change any of the particulars of program offerings without notice.

Financial Assistance

Applicants for admission to a post-secondary program, who are Canadian Citizens or landed immigrants having resided in the country for at least 12 consecutive months prior to enrolment, may be eligible for financial assistance under the terms of the Ontario Student Assistance Program or of the Canada Student Loans Plan.

Further information and application forms for student financial assistance are available at all secondary schools and the Student Services Office of the George Brown College, telephone 967-1212.

Services

- ACCOMMODATION information is available by dialling (416) 967-1212. Although residence accommodation is not provided by the College, there is no shortage of boarding and rooming facilities in Toronto; rates vary from $38 to $40 per week for room and board.

- COUNSELLING SERVICES are available on each campus to provide educational, vocational, and personal counselling.

- HEALTH CENTRES are staffed by Public Health Nurses, with a physician available for consultation on an appointment basis; services include individual health counselling, health education programs and emergency care in the case of accident or illness.

- LIBRARIES providing for study needs and leisure reading, operate on each campus.

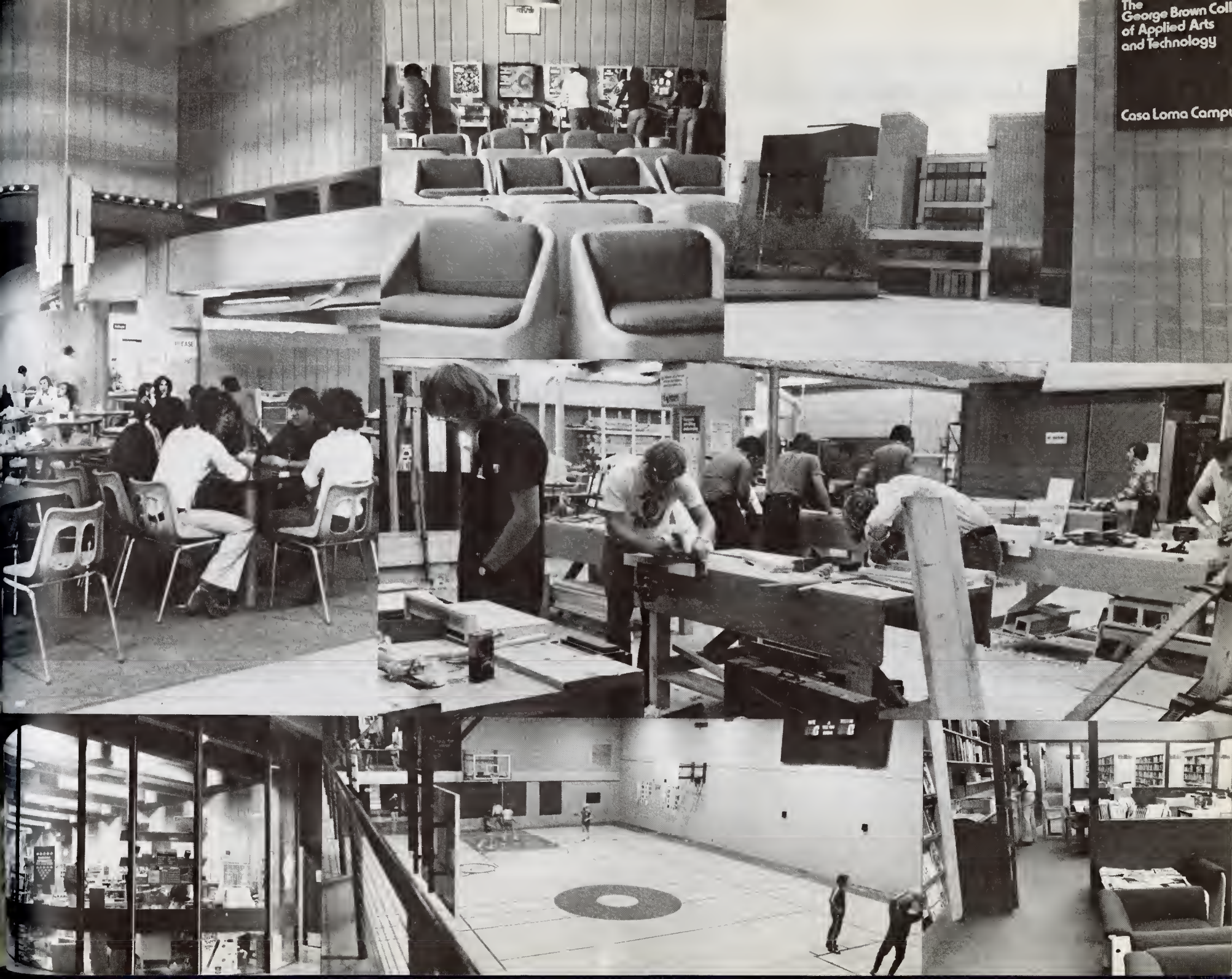
- OHIP (Ontario Hospital Insurance Plan) coverage is the responsibility of each student; information is available at each Campus Health Centre.

- CAMPUS PLACEMENT OFFICES provide career planning and employment search information and maintain contact with potential employers on behalf of graduates.

Students are advised of permanent, part-time and summer employment opportunities.

- TRANSPORTATION on the GO trains is available at reduced rates for students in full-time attendance for more than 12 consecutive weeks; further information may be obtained by telephoning (416) 630-3933.

- ATHLETIC activities are co-ordinated from the office at the Casa Loma Campus gymnasium. Information about the programs can be obtained by telephoning 967-1212 ext. 431.


The
George Brown Coll
of Applied Arts
and Technology
Casa Loma Campu

Programs offered at Casa Loma Campus:

Construction and Industrial Technology

Air Conditioning, Refrigeration Engineering Technician 5

Architectural Drafting Technician 7

Civil Engineering Technician 5

Construction Engineering Technician (Management) 6

Drafting Engineering Technician (Process Piping) 10

Drafting Technician 8

Mechanical Engineering Technician (Building Services Drafting) 8

Mechanical Engineering Technician (Drafting Design) 9

Mechanical Engineering Technician (Tool and Die) 11

Mechanical Engineering Technician (Toolmaking) 12

Piano Technician 16

Surveying 10

Welding Specialist 14

Electrical Technology

Electrical Engineering Technician (Design) 15

Electrical Engineering Technician/ Technology 15

Fashion Technology

Commerical Ceramics 18

Jewellery Arts 17

Jewellery Repairs 18

Health Sciences

Certified Dental Assisting 19

Clinical Methods in Orthotics/Prosthetics 22

Dental Hygiene 19

Dental Hygiene (Expanded Duties) 20

Dental Technician 21

Denture Therapy 21

Orthotic/Prosthetic Technician 22

Clinical Methods in Orthotics/Prosthetics 22

Fitness Instructor 22

Air Conditioning Refrigeration Engineering Technician

4 Semesters

During the last decade air conditioning has developed into one of Canada's fastest growing industries. By pioneering specialized systems that heat, cool, humidify, circulate, filter and purify, it has contributed to achievements ranging from space travel to solar heating.

The student will gain a very broad and intensive knowledge of the design, installation and operation of air conditioning systems in residential, commercial and industrial buildings. Well equipped laboratories are provided to reinforce the practical aspects of the subject matter.

Graduates have the academic qualification for certification at the Senior Engineering Technician level by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate can expect to find employment in the Air Conditioning Industry in occupations such as system designing, drafting, sales promotion, job estimating, contract supervising and system balancing.

Job Descriptions

System Design — The designer works with a professional engineer in calculating heat loads, in sizing piping and other equipment, in planning site layouts and in preparing drawings.

Sales Promotion — The sales promoter prepares estimates and drawings so that competitive quotations may be given, and gives technical support to sales staff in answering engineering queries.

System Balancing — The technician plans and recommends or carries out adjustment to air velocities, quantities and other operations necessary for correct system distribution of conditioned air.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Civil Engineering Technician

4 Semesters

The two-year Civil Engineering Technician program prepares the student to seek a career in the design, planning or construction of civil engineering projects.

During the instruction periods, particularly in the technical subjects the instructors use the project approach to reinforce the theoretical and practical aspects of engineering. This method utilizing well-equipped laboratories for the testing and control of the major construction materials helps to familiarize the student with industry's approach to the subject area.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The graduate civil engineering technician may find employment in structural engineering, municipal, governmental and general contracting offices and could work either in the field or in the office as a member of the engineering team.

Job Descriptions

Engineering Site Surveying — By having a good working knowledge of survey instruments and the computations involved, the technician can do layout work on buildings, roads, sewers and other amenities, establishing and maintaining grades and levels during the construction process.

Structural Engineering — The technician will be involved in the design and drawing of structural projects in concrete and steel and

could also work in the field as a site inspector responsible for the quality of construction.

Municipal Engineering — Sound knowledge of roads, sewers, layout and design will enable the technician to seek a career with municipal and provincial governments or private engineering firms engaged in the planning and development of subdivisions, either as a draftsperson or as a project site supervisor.

Engineering Estimating — The ability to estimate and price the quantities of building materials being used on Civil Engineering projects is an essential pre-requisite in this competitive market. The technician can find employment as an estimator with both private and governmental estimating departments.

Building Materials Testing — There are testing laboratories in both the private and government divisions that specialize in the testing of building materials, in order to maintain the high standard of quality materials so necessary for heavy construction. The technician may find employment in the testing laboratory or in the field as a quality control inspector.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in Physics, Drafting and Surveying would be useful as background.

Construction Engineering Technician (Management)

4 Semesters

The two-year Construction Engineering Technician program prepares the student to enter the construction industry in various capacities leading to positions such as estimators, expeditors, field engineers and superintendents, building inspectors, building product sales and others.

Instructors use the project approach to learning to reinforce the theoretical and practical parts of the program. In this way, the student is made familiar with industry's methods of working. Well equipped laboratories are available for the testing and quality control of various construction materials and components.

Graduates are eligible for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

The construction industry is one of Canada's largest employers and offers a variety of jobs for the graduate construction technician. Positions may be found in a general or sub-contractors office or in a firm specializing in other forms of construction management, such as quantity surveying or in sales. Government offices engaged in public utilities work are other fields for employment.

Job Descriptions

Material Testing — The technician is capable of field or laboratory testing and quality control of various construction materials or components in accordance with the standards established by the Canadian Standards Association (CSA).

Drawings and Specifications — The technician's skills in drafting, sketching, report writing, interpretation of architectural and engineering drawings and technical specifications as related to the architectural, structural and other sub contract areas, assist in efficient performance in the various related construction areas.

Building Codes — The interpretation of building codes and by-laws, a knowledge of theoretical, practical and accepted building practices and methods enables the construction technician to be a Municipal Building Inspector.

Site Engineering Control — Using knowledge of levels and transits, the technician is equipped to work on the preliminary layout on building sites, establishing and maintaining grades and levels during the construction process, and assist project managers, engineers or superintendents in the day by day management of a construction project.

Scheduling — A working knowledge of various scheduling systems (e.g. bar charts, Critical Path Method) enables the technician to be effectively involved in the preparation and control of scheduling systems including the scheduling and expediting of labour, materials and sub contracts.

Quantity Surveying — A Quantity Surveyor is a member of the Construction team primarily concerned with cost. By measuring the quantity of labour and material needed for a particular building an accurate estimate can be prepared which will form the basis of the 'bid' or 'tender' on which a building contract is based.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in physics, drafting and bookkeeping would be useful as background.

Architectural Drafting Technician

4 Semesters

The architectural drafting technician is one of a team of technical personnel involved in the Construction Industry. Graduates of this two-year program play a significant role as detail draftspersons, field supervisors, sales consultants and expeditors in architectural, engineering and fabrication firms, government and municipal offices.

On the job atmosphere is simulated in the classroom by grouping students into teams and using a current building project from industry as a classroom case study. Job site visits of the building under construction, specifications, Ontario Building Code, Mechanical and Electrical drawings and additional information is given to the student for a complete comprehension of the Architectural Technicians responsibilities.

Graduates are eligible for certification in the Association of Architectural Technologists of Ontario.

Job Descriptions

Architectural Drafting — The technician is able to produce a set of architectural working drawings, to coordinate mechanical, structural and electrical with architectural drawings and specifications.

Architectural Presentation and Design — A competent draftsperson is able to assist in the preparation of plans and design drawings for presentation purposes, is familiar with lettering and titling and is capable in the measurement and survey work of existing buildings and sites.

Building Materials — A thorough knowledge of building materials and how they are used in construction makes the technician able to work as an estimator or salesperson in a manufacturing company.

Methods of Construction — A clear understanding of how a building is assembled, and why, is needed before it can be drawn accurately. Technicians with this knowledge have found employment with developers and construction firms.

Engineering — The broad scope of architecture must include a study of structures and mechanical systems within the building envelope. This would include theory as well as practical applications which could lead to employment within these related fields.

Building Codes and Specifications — The use and interpretation of the building codes and specifications as used in the classroom case study of an actual building project is invaluable in finding employment in government, architectural, engineering or construction offices.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Drafting Technician

4 Semesters

The objective of the program is to prepare the student for employment in one of a variety of drafting fields by teaching the related theory of construction, manufacturing and accepted practice as well as developing drafting skill. Architectural, Mechanical Services, Survey and Structural Drafting are taught.

The drafting classes are conducted as a drawing office. Projects are developed from simple basic forms by applying knowledge gained from lecture and demonstration. The student progresses to more complex working drawings combined with continued practise of drawing skill and added knowledge.

Career Prospects

Graduates may obtain employment in architectural, civil, survey, or mechanical engineering offices, as well as municipal and provincial offices and the manufacturing and construction industries.

Job Descriptions

Architectural Drafting — The draftsperson prepares working drawings from the architect's design sketches for the layout, construction and aesthetic appearance of residential, commercial, industrial and institutional buildings.

Mechanical Services Drafting — The draftsperson prepares working drawings for the mechanical services of buildings, including plumbing, drainage, heating, refrigeration and air conditioning, and component parts.

Positions may be attained with engineering firms in each or all of these fields and with manufacturers of component parts for the various systems.

Civil Drafting — The draftsperson prepares working drawings for structural steel and reinforced structures.

Many sources of employment are available, such as structural engineering firms, and structural steel and reinforcing fabricators.

Survey Drafting — The draftsperson prepares drawings from field notes for site plans and legal surveys. Employment would be found with land surveyors, municipal and appraisal offices.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Mechanical Engineering Technician (Building Services Drafting)

4 Semesters

During the past decade or so the importance of mechanical services in the Construction Industry has increased greatly. It is safe to say that a major portion of construction costs are in the mechanical systems of buildings. These include air conditioning, electrical, heating, plumbing, sheet metal and other systems.

More and more, there is a need for skilled personnel to prepare working drawings detailing the various systems as they relate to the overall requirements of a building.

This two-year mechanical services drafting program teaches the student how a modern building operates and how to make preliminary selections of necessary equipment. The graphic layout of all mechanical services is covered thoroughly.

In order to familiarize the student with the various systems and to provide reinforcement in instruction while on course, the student can see many of the services exposed to view in the College, which is designed on the "open" concept. Also, within the College, visits can be made to the various well-equipped trades and service areas which relate to mechanical systems. Field visits to construction sites are made when possible to enable students to observe accepted installation practices.

Career Prospects

Since there is a demand for "total comfort" combined with energy conservation in buildings, graduates find positions in Government, Municipal, Architects', Consultants', Manufacturers', Mechanical Contractors' and Sales Offices.

Job Descriptions

The graduate of this program may commence employment at a technician level as a draftsperson with a Consulting Engineer in Heating, Ventilating and Air-conditioning or as a detailer and junior designer in the plumbing and drainage design department. Other employment opportunities are available in the designing of refrigeration, piping and sprinkler systems as draftspersons, estimators or sales personnel.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in physics and drafting would be useful as background.

Mechanical Engineering Technician (Drafting Design)

4 Semesters

This program has been developed to prepare the student for a career in a wide range of drafting and design areas.

The theoretical and practical aspects of the subject matter are applied to the drawing and design of projects in a modern drafting room, using up-to-date equipment which simulates an actual industrial engineering office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Drawings and Specifications — The technician's training provides the background and the skills to develop layout drawings, expand basic design sketches, to make appropriate working drawings, and to list the necessary specifications and materials for the satisfactory manufacture and performance of a component or assembly.

Computer Information Systems — The knowledge of mechanical systems, mechanisms, and components, enables the technician to assemble data for automatic information systems.

Technical Sales — The ability to read and interpret engineering data and drawings, allows the technician to pursue a variety of engineering related fields, such as customer service, engineering sales, production control, and technical assistant in purchasing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and physics are desirable.

Drafting Engineering Technician (Process Piping)

4 Semesters

The process piping technician is generally employed by consulting engineers, public utilities and the petro/chemical industry. He or she is a member of the engineering design team responsible for the design, layout, detailed working drawings and installation of automated industrial plants. These include oil refineries; breweries; power generating, water processing and food and drug plants.

The program is conducted in a modern drafting room which simulates an industrial engineering office. The student learns to apply the theoretical and practical aspects of the instruction by working on projects.

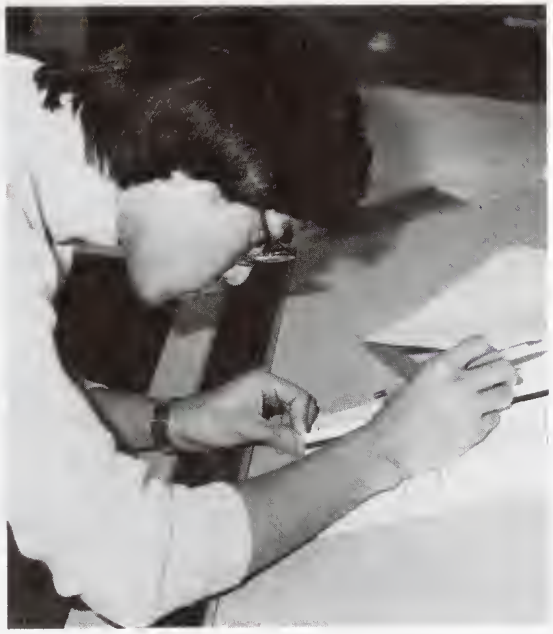
Graduates are eligible to apply to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

In recent years there has been a rapid increase in the demand for process piping draftsmen and designers and, as a result, this has become one of the best paid areas of engineering. Design technicians can progress with practical experience to designers and senior job captains or site supervisors and plant maintenance.

Job Descriptions

Piping Drafting — Using knowledge of pipe, pipe fittings, valves, and various pipe fabricating techniques, and a highly developed ability to visualize and represent on drawings the spatial requirements of pipes and equipment, the technician assists project



engineers in the design, layout and arrangement of plant installations.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Credits in drafting and physics would be an asset.

Surveying

Surveying is the science of measuring and recording the geometrical and physical features of our environment.

Young men and women can find challenging careers in this area whether it is doing exploration surveys, laying out new subdivisions or compiling information and calculations into a finished plan for urban study.

The College offers three programs in surveying: Survey Technology (6 semesters completed in two years), Survey Technician (4 semesters) and Survey Assistant (2 semesters). Graduates from all three programs are eligible for certification at the appropriate level by the Association of Certified Survey Technicians and Technologists of Ontario.

Job Descriptions

The occupational functions of the surveyor vary widely. In a technical capacity progress may be made from the relatively simple tasks given the recent graduate to complex technical responsibilities where the exercise of judgement is required and where responsible decisions are essential.

Because managerial or supervisory potential depends more on the individual's initiative and capability rather than amount of education, the jobs listed below may be filled by a person from any of the three categories. However, it is reasonable to assume that the more highly qualified the person is the more likely he or she is to rise to the top. Consequently the graduate in any course could expect to find a job description to fit some of the following:

Field positions such as chainman/woman, rodman/woman, instrumentman/woman, party chief or supervisor.

Office Positions — draftsperson, computer, title searcher, supervisor or office manager under the general direction of an Ontario Land Surveyor or Engineer in the following fields: laying out new property divisions and buildings; retracing old property boundaries; planning new subdivisons; route location for highways, pipe-lines and utilities; preparing maps and drawings prior to engineering design; providing control for construction projects; determining quantities and positions in mining and construction; organization of earth resources; mapping land divisions; determining depths and positions in marine applications; determining whether the law fits the physical facts.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent. Applicants for the technology program should have a high standing in mathematics in years 3 and 4 at, or above, the general level.

Recommended Background

Credits in physics, drafting and surveying are desirable.

Mechanical Engineering Technician (Tool and Die)

4 Semesters

The tool and die design technician works in the drawing and design offices of manufacturing companies. The tool designer helps decide the various ways products are to be manufactured, develops the manufacturing sequence and decides what tooling is needed to make each part, and creates the designs for special tools such as jigs, fixtures and dies which play a vital role in modern manufacturing practice.

This two year program is divided into four semesters which cover the theoretical and practical aspects of tool design. The student will be stationed at one of the design tables in our design office. This practical approach is the same as would be encountered in industry. The well equipped design office and library, give the student a realistic environment in which to develop skills. An up-to-date machine shop is available to test the practicality of designs developed in the design office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

Graduates may be employed in various manufacturing industries such as automotive and aeronautical, consulting engineering firms and specialized tooling companies in their tool design offices. Other career opportunities may be available in technical sales, manufacturing engineering and production expediting.

Job Descriptions

Tool Designer — The technician is capable of working in a drawing office. The work area could encompass jig and fixture design, die design, and special machine design, as part of the design team with designers, engineers and production personnel.

Technical Salesman — Knowledge of machine tools, types of steel, methods of production and tool design enables the technician to be sales representative for an industrial company.

Estimator-Planner — This position involves working with production personnel to determine the exact production procedures, location of production facilities, and cost of manufacture.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics in years 3 and 4 at, or above, the general level, or equivalent.

Mechanical Engineering (Toolmaking)

4 Semesters

Recommended Background

Credits in drafting and machine shop practice would be advantageous.

Graduates of this two-year program can look forward to a career in the modern production process, one that demands skill, application, accuracy and cost consciousness.

Instruction combines theoretical and practical training in toolmaking and related subjects in well-equipped machine shops and laboratories.

Job Description

Toolmaking — Toolmaking involves cost conscious planning, design, layout and fabrication of such typical tools as jigs, fixtures, gauges, press tools and moulds using standard toolroom equipment.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in machine shop and mechanical drafting are desirable.

Welding Specialist

2 Semesters

This program combines practical instruction in well equipped shops and laboratories with complementary coverage of theory and selected related areas required for a wide range of welding-related occupations. Emphasis is placed on the selection, operation, trouble shooting and industrial application of manual, semi-automatic, and fully automatic welding equipment. A successful graduate will have a sound background in weld inspection, quality control, production procedures and metallurgical principles along with a variety of manipulative welding skills.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Career Prospects

As the Welding Industry continues to make use of a greater variety of sophisticated equipment and processes, the need for personnel trained in its selection, use, and maintenance is rapidly expanding.

Job Descriptions

Manufacturing — The Welding Specialist possesses the manipulative skills necessary for working as a welder in a great many industries. Many graduates prefer to gain practical industrial experience in this manner before proceeding to a position at the technicial level.

The Welding Specialist graduate is also competent to enter positions in industry which involve quality control and weld inspection, development of procedures, maintenance and trouble-shooting of semi- and fully-automatic equipment.

Weld Inspection — The Welding Specialist has received instruction which will permit entry to the field of weld inspection, either for a company specializing in this service, or for an organization which maintains its own weld inspection division.

Sales — Welding equipment manufacturers and distributors are continually looking for sales personnel who possess a good background knowledge of all types of welding equipment, so that intelligent recommendations can be made to prospective customers.

Technical Service — The installation of complex equipment is usually supervised by a Technical Consultant employed by a manufacturer or distributor. This consultant may also be required to trouble-shoot any problems relating to the equipment and supervise personnel in its operation.

Teaching — Many graduates of our welding programs have entered the teaching profession following a number of years of industrial experience. Because of the extensive practical and theoretical coverage, the Welding Specialist graduate is particularly well equipped for this profession.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English, or equivalent, with one of the following:—

1) specialization in welding in a secondary school
2) successful completion of a Welding Fitter Program in a College of Applied Arts and Techonology
3) approved industrial experience

Electrical Engineering Technician (Design)

4 Semesters

Electrical design technicians work as electrical draftspersons, designers and estimators with engineering consultants, electrical utilities, electrical manufacturers and electrical contractors.

The Electrical Engineering Technician (Design) program is the same as the Electrical Engineering Technician program for the first three semester (48 weeks) and then concentrates on the area of specialization for the final semester (16 weeks).

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Building systems Design — The graduate is capable of working in an electrical design office of consulting engineers or architects in the design and production of electrical designs and layouts for residential, commercial, and industrial buildings.

Lighting Layouts and Calculations — A graduate electrical design technician may be employed by a lighting fixture company as a salesperson, a designer of lighting fixtures, or as a designer of lighting installations.

Specifications and Estimating — The graduate would be able to write the specifications for an electrical installation and develop an estimate of the cost of such an installation.

Public Utilities — A graduate may be employed by an electrical public utility in the design of sub-stations, transmission lines, and distribution systems for electrical energy.

Supervision — A graduate may assume the duties of a job supervisor and direct the electrical installation to conform to the plans and specifications of the architect and client.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, electricity, and electronics would be useful as background.

Electrical technicians both men and women, work in many diverse occupations: as electrical maintenance technicans in industries using machinery controlled by complex electronic circuitry; as test technicians in plants manufacturing electrical equipment (motors, generators, circuit breakers, transformers, etc.); as service technicians for electrical manufacturers; as sales representatives for electrical manufacturers; as sales representatives for electrical equipment suppliers; as construction or maintenance electricians (after a period of apprenticeship); as electrical drafting technicians and designers for electrical utilities, manufacturers and consultants.

Electrical Engineering Technician/ Technology

George Brown's Electrical Engineering Technician program consists of four semesters in two years with 32 weeks of training per year. Subjects covered in lectures and laboratories include electrical fundamentals and circuits, D-C and A-C machines, electrical distribution, industrial electronic controls, computer programming, electrical drafting and related academic subjects.

The technology program consists of six semesters which can be completed in two years. It combines lectures, laboratory, and computer work aimed at making the student able to work alone with the guidance of instructors, so that by graduation she/he is capable of working independently.

Graduates from the Technology program may become designers in a shorter time than technicians and using their design skills they may progress to management positions.

Graduates will have the academic qualifications for certification in the Ontario Association of Certified Engineering Technicians and Technologists.

Job Descriptions

Processing Industries — Technicians and technologists work as designers and draftspersons in industries such as oil refining where complex processes are monitored and controlled by electrical and electronic devices. Others are employed in maintenance to keep the production output within acceptable limits.

Consultants — Technicians and technologists are employed by Consulting Engineering firms on the preparation of electrical specifications for commercial buildings, electrical drafting, electrical estimating, costing and the design of electrical distribution systems, and lighting design.

Electrical Contractors — Technicians and technologists work as estimators and electrical draftspersons. In addition, those who prefer to work with their hands may become electricians after a suitable apprenticeship period. This can lead to supervisory positions within a relatively short period of time.

Manufacturing — Both electrical technicians and technologists are found in the manufacturing industry (mainly electrical manufacturing, although some find jobs in other manufacturing fields). The jobs cover a wide range of activities: design of electrical components and devices: quality control inspection to determine if the manufactured product meets the design specifications; sales, marketing, and customer relations; electrical drafting and the checking of drawings; electrical maintenance on complex production machinery; on installation and servicing of the manufacturer's products.

Electrical Utilities — Technicians and technologists are employed in the design areas as designers and draftspersons, installation crews working on new power plants and substations and extensions to the electrical network, in maintenance departments that are responsible for maintaining continuity of the system and in the system operation field.

Miscellaneous — In addition to the above, technicians and technologists may find positions as inspectors or designers with the Federal, Provincial, or Municipal Government departments. Another field offering employment, after suitable work experience, is technical education in the secondary schools.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

An electrical background is helpful but not essential.

Piano Technician

4 Semesters

The Piano Technician program has been developed in response to demand from performing musicians, private owners of instruments, and such institutions as school boards, universities, concert halls and music schools for technicians trained in piano tuning, instrument preservation and repair.

The program, provides training in piano tuning; action regulation, repair and renewal; string, wrestplank, soundboard and bridge repair and replacement; finish work; harpsichord; cabinetry and refinishing; history of musical instruments; machine shop; older instruments; music appreciation, and a variety of communications, business and academic subjects.

Career Prospects

The piano technician is most often self-employed, working in or from a small workshop. He or she can renovate, rebuild, repair, voice and tune pianos of any action or vintage.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level or equivalent. Satisfactory evidence of normal hearing and manual dexterity based on College tests. Interest in music indicated by Grade 6 standard In Ontario examinations in a musical instrument, or equivalent, or some evidence of extraordinary interest in the craft.

Recommended Background

Manual shop skills are an asset.

Jewellery Arts

4 Semesters
Optional 5th and 6th semesters

In the Jewellery Arts program, the student learns manufacturing and custom-design techniques by working with jewels and precious metals in one of four areas: goldsmithing, silversmithing, engraving or gem-setting. Learning to visualize the properties of line, form and colour in three-dimensional objects is an integral part of the program.

After completion of the basic two-year program the student may qualify to enter an optional third year to explore more advanced techniques in the previously selected area of specialization.

Students may prepare for examination by the Gemological Institute of America and the Gemmological Association of Great Britain.

Career Prospects

The graduate may find employment in jewellery workshops, studios or stores, and manufacturing plants.

Job Descriptions

Goldsmithing — The goldsmith uses handtools, dies and various industrial processes to make gold ornaments such as rings, brooches, necklaces and earrings.

Silversmithing — The silversmith uses handtools, dies and various industrial processes to fashion silver articles such as teapots, vases and tableware.

Gemsetter — A Gemsetter cuts away excess metal to provide prongs and seats for stones and works the area around the stones to promote the reflection of light from the precious metal into the stone.

Engraver — An engraver cuts monograms, inscriptions, coats-of-arms, crests and ornamental designs on jewellery, silverware and trophies.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Good eyesight, or corrected vision, is a prerequisite.

All applicants must submit a portfolio of five to ten samples of artwork (not necessarily jewellery based) preferably with samples in different media.

Recommended Background

The jeweller requires a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense.

Jewellery Repairs

2 Semesters

This post-graduate program provides a certificate with specialization in the repair of all types of jewellery.

Career Prospects

The skilled repairer may have opportunities to establish a business. The additional knowledge of gemmology acquired in the program gives the repairer the opportunity to open an appraisal and information service.

Job Descriptions

The Jewellery Repairer solders broken articles with a torch or soldering iron, replaces missing or damaged parts, enlarges rings and makes alterations.

Admission Requirements

Graduation from a recognized two-year post-secondary Jewellery Arts program, or a mature person from industry who has been recommended by the Canadian Jewellers' Institute. Good eyesight, or corrected vision, is essential.

Commercial Ceramics

4 Semesters

The Commercial Ceramics program prepares the student for production ceramics work involving table and domestic ware, architectural tiles and facings, decorative fancy ware and garden and flower ware. The program provides training in production techniques in handbuilding, wheelwork and sculptural modelling for prototype development as well as in mould making for slip casting, ram press, extrusion and jiggering production. Clay and glaze technology, kiln technology, ceramic chemistry, business management and communications are an integral part of the program.

Career Prospects

There are over 50 companies in Ontario in the production of ceramic articles ranging from bathroom accessories to wall tile and electrical supplies. These companies have indicated the need for mould makers, ceramic casters, ceramic designers, architectural muralists, sales personnel and ceramic decorators.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent, including chemistry.

Recommended Background

Demonstrated artistic ability would be an asset.

Certified Dental Assisting

2 Semesters

The Certified Dental Assistant is trained to assist the dentist at the chairside and maintain the patient and dental office records.

Career Prospects

Graduates may expect employment in private practice, public health, and hospitals.

Job Description

The Certified Dental Assistant gives chairside assistance to the dentist and is qualified to take and process x-rays. Other duties include management of the patient and business office records, sterilization procedures and preparation of a variety of dental materials. The Assistant may also become involved in oral hygiene instruction.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in biology and chemistry in years 3 and 4 at, or above, the general level, or equivalent. In addition, candidates must provide proof of typing at 40 w.p.m., attend a selection interview, and undertake an aptitude test.

Dental Hygiene

2 Semesters

The Dental Hygienist is trained to work with the patient under the general supervision of a dentist. Services provided to the patient are of a preventive nature.

Job Description

The Dental Hygienist scales and polishes teeth, polishes amalgam fillings, takes x-rays, applies periodontal packing, takes impressions for study models, places rubber dams, applies fissure sealants and anticariogenic agents. The hygienist may be involved in dietary analysis, counselling and dental health education.

Admission Requirements

Applicants must be Certified Dental Assistants, and may be required to write a provincial selection examination and attend a selection interview.

Dental Hygiene (Expanded Duties)

1 Semester

The Ontario Government legislation described the role of the Expanded Function Dental Hygienist as a Restorative Dentistry Assistant. This dental worker is capable of performing many tasks previously assigned only to a dentist. Included are such activities as placement and finishing of dental restorations, cementation of temporary crowns and some orthodontic procedures.

Job Description

The Expanded Function Dental Hygienist inserts permanent and temporary fillings, cements temporary crowns and prepares orthodontic bands for cementation. The hygienist may also be called upon to remove sutures following surgical procedures.

Admission Requirements

Applicants must be graduates of a Dental Hygiene program and provide proof of Ontario Certification. Candidates may have to write a provincial examination and attend a selection interview.

Dental Technician

6 Semesters

The Dental Technician makes a major contribution to the practice of dentistry. This dental worker fabricates all the various appliances used by the dentist in the treatment of patients.

The program at George Brown is the only one of its kind in this province. The teaching program is highly project oriented and there is a low student-instructor ratio which allows for much individual instruction throughout the program.

Job Descriptions

Employed by a dental laboratory or dentist, the Dental Technician fabricates from a dentist's prescription orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technician may also produce specialty items such as surgical splints and sports mouth guards.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selection interview, take manual dexterity test, and undertake an aptitude test.

Denture Therapy

5 Semesters

In 1974 the Ontario Government passed legislation to establish a new type of dental health worker — the Denture Therapist. This auxiliary may deal directly with the public in carrying out certain functions which were previously the sole prerogative of the dentist.

Students are trained in the technical areas required to fabricate and insert dentures. Instruction also involves an understanding of the patient and includes such subjects as anatomy, physiology, microbiology, bacteriology and nutrition.

Career Prospects

Denture Therapists may choose to practice in a team with other dental health workers, or establish a private practice.

Job Descriptions

The Denture Therapist may work under supervision in the construction of complete or partial dentures and relining or repairing dentures. In private practice the therapist is restricted to the making of complete upper or lower dentures or complete upper and lower dentures and may reline or repair complete dentures only.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in physics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selection interview, take a manual dexterity test, and undertake an aptitude test.

Orthotic/ Prosthetic Technician

4 Semesters

The orthotic prosthetic technician is employed in hospitals, rehabilitation centres and private facilities. He or she, in association with the orthotist prosthetist, makes braces and artificial limbs which are fitted to help rehabilitate disabled patients. Appliances are made of plastics, metal, and leather from plaster casts and drawings.

The student can train for this challenging profession in the two-year technician program. The third year which is optional, combined with two years internship in a certified facility, enables the student to sit for certification by the Canadian Board for Certification of Prosthetists and Orthotists.

This program will appeal to people who are interested in working with people and helping patients in their attempts to overcome their disabilities.

Job Descriptions

Orthotic Technician — The Orthotic Technician makes braces from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

Prosthetic Technician — The Prosthetic Technician makes artificial limbs from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics and leathers.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in biology and physics in year 3 and 4 at, or above, the general level, or equivalent.

Applicants must attend a selection interview, take a manual dexterity test, and undertake an aptitude test.

Recommended Background

Machine shop, drafting, and the ability to use hand tools are assets.

Clinical Methods in Orthotics/Prosthetics

4 Semesters

The two-year Clinical Orthotist/Prosthetist program is offered jointly by George Brown College and West Park Hospital to train students in the making and fitting of artificial limbs and braces. Students will get clinical experience in the hospital under the direction of orthopaedic surgeons and shop experience at the college.

This program will appeal to students, especially those who have background in health sciences, who are interested in working with people and helping patients in their attempts to overcome disabilities.

Subjects studied include gross anatomy, physiology, microbiology, mechanics of materials, drawing, pre-clinical and clinical techniques, emergency care, orthopaedics, kinesiology and biomechanics, electronics, pathophysiology, ethics and jurisprudence, business administration, social psychology, language and communication, and research project.

Successful graduates may be eligible for certification by the Ontario Association of Prosthetists and Orthotists.

Career Prospects

Employment is available in hospitals, rehabilitation centres and private facilities throughout Canada.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level including physics, chemistry and biology or equivalent.

Recommended Background

This program will be of special interest to those who already have some background in health sciences.

Fitness Instructor

4 Semesters

Since people are becoming more aware of the importance of physical fitness, the demand for trained people to operate fitness facilities is increasing. The two-year Fitness Instructor Program trains the student to operate fitness facilities offered by private and government agencies and hospitals.

This program places special emphasis on physical testing procedures and the designing of exercise programs according to the individual's requirements. Group class leadership and sports programming is also covered.

Career Prospects

Career prospects for the Fitness Instructor cover a wide range including private business, all levels of government, Parks and Recreation Departments and apartment complexes.

Job Descriptions

Fitness Testing — The Fitness Instructor will possess a working knowledge of fitness testing and evaluation of results, and will be capable of exercise programming based on test results and individual and group needs.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics, chemistry and biology in years 3 and 4 at, or above, the general level, or equivalent.

Applicants must attend an aptitude test and selection interview.

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THE GEORGE BROWN COLLEGE
KENSINGTON CAMPUS
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Programs offered at Kensington Campus:

Community Services

Addiction Counsellor	25
Child Care Worker	25
Community Worker	26
Early Childhood Education	27

Fashion Technology

Apparel Management	27
Creative Fashion Design	27
Furniture Production and Design	28

Food Technology

Culinary Management	29
Food and Beverage Management	29
Hotel Management	30

Addiction Counsellor

4 Semesters

This program prepares the student to be a counsellor in the mental health field with special expertise in chemical dependency including alcohol, serving a variety of individuals, agencies and communities.

The two year program is divided equally into classroom instruction and supervised field work experience.

Through group discussion and field work seminars students have opportunities to increase self-awareness and to develop their strengths.

The field work provides opportunities to practice counselling skills in two settings under the supervision of qualified practitioners. The Diploma requires a total of 1000 hours of supervised field work.

Career Prospects

The Addiction Counsellor finds employment in the traditional fields of addictions, mental health and rehabilitation and also in the emerging field of preventative programs and employee assistance programs.

Job Descriptions

The Addiction Counsellor is able to assess a chemical dependency problem, to suggest a treatment plan, to make appropriate referrals and to work with individuals, families or groups within the community. The Graduates may use their special knowledge and skills in prevention and education programs, residential services and rehabilitation programs. All functions are performed in consultation with or under the supervision of agency personnel.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must complete a questionnaire and attend an admissions interview. Accepted students must arrange for a medical examination. Applicants with a history of alcohol or chemical dependency will be considered for admission to the program only if the two year period immediately preceding the date of application has been free of such dependency.

Recommended Background

The program is aimed primarily at the older student with volunteer social service experience, post high school work or both.

The person able to communicate well and to show empathy is preferred.

A good command of verbal and written English is required.

Note: The next first year intake will be September 1981. Applications for September 1981 will be considered from January 1981 onwards. This is a limited enrolment program and early application is advised.

Child Care Worker

4 Semesters

The objective of the Child Care Worker program is to prepare skilled child care workers for a creative career as part of a therapeutic team of professionals concerned with the treatment and rehabilitation of disturbed and troubled children both in residential treatment centres and in the community.

The academic subjects offered in the program include Caring for the Disturbed Child, Human Growth and Development, Psychopathology of Childhood, Treatment Philosophies and Therapeutic Programming.

All students have a significant component of on-the-job training through supervised field placements throughout the two year program.

The program emphasizes the development of self-awareness, emotional maturity and professional responsibility.

There is a great need for men as well as women in the child care field.

Career Prospects

Employment for new graduates is primarily in residential settings such as treatment centres and group homes. Experienced graduates are increasingly employed in working with families, schools, community programs and various specialized programs for emotionally disturbed children and adolescents.

Job Descriptions

A Child Care Worker, in a residential setting, is responsible for meeting the physical, emotional, social, educational and recreational needs of the children or adolescents.

A Child Care Worker is also involved in preparing the children or adolescents for re-entry into the community by working with the family, the school and community programs.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent and demonstrated proficiency in English. Volunteer or work experience with older children and/or adolescents. Applicants must complete a questionnaire and attend a selections interview. Accepted students must arrange for a medical examination.

Recommended Background

The ability to cope at a post secondary level in written and verbal communications is necessary.

Community Worker

4 Semesters

The Community Worker program enables people with some experience in community work to enhance and develop their knowledge and skills. It has been developed in consultation with experienced community workers representing grass-roots community groups and public and private agencies.

The program consists of classroom instruction (mostly seminar style) and field work practice. The practical experience in the community is the primary focus of the program. Opportunities are provided for the student to develop greater understanding and insight into human relationships and organizations through formal instruction and the sharing of life experiences and ideas. Each student is expected to be mature and purposeful and assume the major responsibility for his or her own learning.

Career Prospects

Graduates receive a Diploma in Community Work and should be able to fill jobs now being created in many traditional public or private agencies, to work directly with community groups, or to create their own jobs.

Job Descriptions

The Community Worker is a generalist who has the background, knowledge and skills, flexibility and initiative, to work in a variety of community work-related settings: for example, community worker with residents' or tenants' associations, settlement houses and community based organizations; community relations worker in housing, recreation and education; welfare and youth worker; worker or coordinator of various government funded community projects.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must complete a questionnaire and attend an admissions interview. Accepted students must arrange for a medical examination.

Recommended Background

Extensive life experience, belief in the involvement of people in decision-making, commitment to social change and previous community involvement are assets. The ability to communicate verbally and in writing is essential.

Note: The next first year intake will be September 1981. Applications for September 1981 will be considered from January 1981 onwards. This is a limited enrolment program and early application is advised.

Early Childhood Education

4 Semesters

This program combines Early Childhood Courses with an added specialization in Infant Care and Development. Students are trained to work with children aged six weeks to 10 years in nursery and day care settings. Emphasis is placed on the provision of family-oriented day care services through courses dealing with human development, creative expression, programming, the family and administration.

Each semester is divided into blocks of eight weeks. One eight week block is for academic studies, the other is for field placement where students have the opportunity to practice with children of all ages in a variety of settings.

Graduates receive an Early Childhood Education Diploma and are eligible to apply for certification by the Association for Early Childhood Education of Ontario.

Certification may be granted after two years of supervised work experience.

Career Prospects

Graduates may find employment in government and private day care centres and nursery schools. Employment opportunities also exist in private home day care, in group settings for children with special needs and community based agencies.

Job Descriptions

Early Childhood Education graduates may teach in programs for preschool- and school-age children and children with special needs, often in co-operation with parents.

They are also qualified to set up and supervise centres, where their duties may include staff hiring, supervising students, counselling families and communication with outside agencies.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants are required to complete a questionnaire and have a selections interview. Accepted students must arrange for a medical examination.

Recommended Background

Experience of working with infants and young children is desirable, although not essential.

Creative Fashion Design/ Apparel Management

4 Semesters plus 2 optional post-graduate semesters

The Apparel Industry in Canada needs new talent in design and fashion concepts to maintain and increase its export markets and its reputation for quality.

In the Creative Fashion Design and Apparel Management programs, emphasis is placed on the study of four major areas: design, style and pattern; industrial high speed sewing machines, often computer-assisted; fibres and fabrics; apparel production technology. The programs have common courses in the first semester.

Career Prospects

In Ontario there are over six hundred apparel plants which employ fashion designers, plant managers, creative assistants, supervisors, consumer advisors, sales representatives and fashion illustrators. There are also career opportunities in retail chain stores, testing laboratories and governments.

Job Descriptions

Designer — The designer creates original items of clothing and designs fabrics and accessories.

Apparel Plant or Workroom Manager — The manager's responsibilities include time studies, plant layout, inventory control and fabric utilization.

Furrier — The furrier makes, repairs, alters, designs or cleans fur garments.

Leatherworker — The leatherworker designs, makes and sells leather garments and combinations.

Sales — The designer may work in wholesale houses selling to large department stores or in retail sales and boutiques.

Buyers — The graduate may work as a buyer for wholesale and retail outlets.

Illustrator — The illustrator makes sketches and displays for store windows and newspaper and magazine advertisements.

Fabric Testing and Product Specification — The graduate may be employed to test fabrics and to establish specifications for fabric needs and garments.

Admission Requirements

Ontario Secondary School Graduation Diploma with credit in years 3 and 4 at, or above, the general level, or equivalent plus artistic aptitude, apparel construction skills or a merchandising orientation.

Recommended Background

Credits in Art, Home Economics and Social Sciences are desirable. Mathematics in years 3 and 4 is recommended for Apparel Management students.

Furniture Production and Design

4 Semesters

The program concentrates on the three main skills in furniture manufacturing; cabinet making, finishing and upholstering. In the first year the student will study topics such as construction, technical drawing and blueprint reading, design, factory organization and costing. Materials worked include metals, woods and plastics. During the summer the student will work in the industry.

Career Prospects

An understanding of furniture construction and design enables the graduate to step into supervisory, buying or selling positions or to engage in the assessing and restoring of antiques, and manufacturing. Simulated assembly line training enables the graduate to qualify for in-plant employment.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Experience in drawing and woodworking would be assets.

Culinary Management

4 Semesters

The Culinary Management program provides training in all aspects of food preparation, cooking and presentation to international standards and graduates are well versed in kitchen organization and management. Included in the program are two six-week periods of supervised work experience under top Toronto chefs.

After three years of work in the industry graduates will be eligible to write the professional certification examination of the Escoffier Club.

Career Prospects

Career opportunities in the field of professional food preparation are excellent. As changing life styles influence more and more people to dine out so has the demand for professional chefs increased — by more than 50% in the last three years alone. Graduates will find employment in large hotel and food operations as well as in the more intimate restaurants and clubs.

Job Descriptions

Chef de Partie — reporting directly to the Sous (assistant) Chef, the Chef de Partie is responsible for the operation of a major department (partie) within a large kitchen organization including the ordering and preparation of food, quality control, cost control and the supervision of staff.

Sous Chef — reporting directly to the Executive Chef, the Sous Chef is responsible for the day to day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality, appearance and cost. The Sous Chef is also fully responsible for the kitchen in the absence of the Executive Chef.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selections interview.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Food and Beverage Management

The food industry is the most rapidly expanding service sector of Canada's economy. By 1980 it will offer more than 79,000 new jobs. Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Students graduate with thorough training in practical skills and management techniques, using modern facilities which include fully-equipped bars and food preparation stations, a private, licensed dining lounge, and a frozen food laboratory.

The latest innovations in food service management are learnt with a computerized menu planning system as well as banquet catering, beverage control, restaurant accounting, nutrition and personnel management.

The College has co-operative training programs with many of Toronto's top restaurants and catering establishments, so second-year students can spend two months working with managers, learning every aspect of food management on the job.

Career Prospects

Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as a management trainee, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

Job Descriptions

Management Trainee — The Management Trainee works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager — The Manager is responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager — The Food and Beverage Manager is responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, quality control, sanitation, and an excellent food production system.

Owner — Graduates, with access to financial backing, may take up the challenge of opening their own food establishment. Often having started out with small fast food or speciality restaurants, several of our graduates own and operate successful food operations.

Admission Requirements

Ontario Sceondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selections interview.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Hotel Management

Highly skilled management is vital to the efficient operation of modern hotels. The hotel industry is a round-the-clock business and it needs young men and women who are prepared to meet the challenge it offers.

The Hotel/Motel Administration program gives the student the training to enter this field. Students learn practical skills in the most modern facilities available including fully-equipped bars and food preparation stations, a private licensed dining lounge and a front desk classroom with individual reception desks. Management techniques are learnt with the aid of a computerized model of a hotel operation.

In the well-established co-operative training program second-year students spend two months with the department heads of world-famous Toronto hotels learning under expert supervision what the hotel industry is all about.

Career Prospects

Graduates can look forward to a variety of positions within a hotel such as front office, sales, catering, beverage control, accounting, personnel or purchasing as well as the potential for careers in the closely-related food service industry.

Job Descriptions

Front Office and Reception — The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

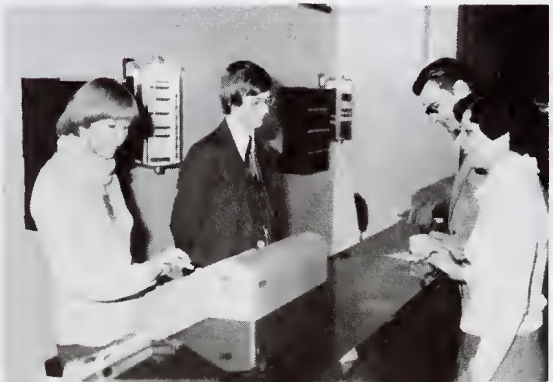
Sales — The salesperson visits local and out of town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Purchasing — The purchasing agent obtains competitive bids on all items purchased by the hotel, selecting the proper quality for goods purchased and ensuring correct shipping and billing.

Food and Beverage — The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets — The banquet manager supervises the set up and service of banquets, weddings, receptions, meetings and conventions.

Accounting — The food and beverage controller compiles cost and profit statistics, pricing menus, forecasting business trends and reporting to management on cost-saving measures.



Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must attend a selections interview.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

GEORGE BROWN
ST. JAMES CAMPUS

Programs offered at St. James Campus:

Business & Commerce

Accounting 34
Business 33
Business Administration 37
Business General 35
Construction Management (Residential) 42
Court Reporting (Stenographic) 40
Court Reporting (Stenomask) 41
Electronic Data Processing 34
Insurance 36
Marketing 35
Medical Dicta-Typing 40
Physical Distribution 36
Property Management (Residential) 42
Sales 37
Secretarial Arts 38
Secretarial Arts (General Executive) 38
Secretarial Arts (Legal) 39
Secretarial Arts (Medical) 39
Secretarial Arts (Word Processing) 40

Electro-Mechanical Technology

Acoustics Engineering Technician 42
Electronics Engineering Technician 43
Electronics Engineering Technology 44
Instrumentation Engineering Technician (Industrial) 45
Instrumentation Engineering Technology (Industrial) 46
Watchmaking 47

Graphic Arts

Graphic Design Technician 50
Graphics Technician (Printing) 48

Diploma Nursing Program 51

Dance Training 52
Theatre Arts 52

Business

Business today offers a wide choice of interesting, well-paying careers.

There is a growing need for competent, skilled people in accounting, marketing, data processing, physical distribution, insurance, general business administration and sales positions.

George Brown's Business and Commerce Division can give the highly concentrated training needed to enter the specialty area of the student's choice.

The first semester of all the two-year business programs is the same. This provides a broad introduction to business. Subjects include language and communication, business mathematics, introduction to accounting, data processing, marketing, insurance, and physical distribution.

In the second semester, students start to specialize in one of the areas listed below.

Option 1 — Accounting

Option 2 — Electronic Data Processing

Option 3 — Marketing

Option 4 — General Business

Option 5 — Physical Distribution

Option 6 — Insurance

Graduates of two-year programs may also qualify for a fifth semester in the Business Administration Program.

Accounting

4 Semesters

Option 1

The courses included in this program provide a valuable preparation for students interested in accounting careers in business, government and industry. Students who wish to obtain a professional accounting designation may be granted advanced standing in specified courses by the Certified General Accountants Association and the Society of Management Accountants.

Career Prospects

Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Large firms tend to prefer graduates with leadership potential, a thorough knowledge of accounting skills plus self confidence, and the ability to communicate freely. The new graduate may obtain employment in a training program which will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, credit.

In smaller firms, the graduate will probably be expected to perform a wider range of accounting tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Electronic Data Processing

Option 2

Students of this program are trained in the theoretical and practical applications of computers to business. The program is of particular interest to those who are interested in a career as a computer programmer or who wish to advance to the level of systems analyst.

Students are exposed to several programming languages, with emphasis on COBOL, the language used most widely in industry. Skill is developed by work on realistic application problems. In addition, a conceptual understanding of systems analysis and design is developed by a combined lecture and project approach, re-enforced by extensive readings. Senior students are exposed to the current state of the art through discussion of selected articles from trade journals.

Graduates receive a diploma in EDP, and are technically equipped to work as junior computer programmers.

Job Descriptions

Computer Programmer — Working from a detailed description of a proposed application, a programmer defines the logic of a solution and codes computer instructions to generate the desired results from the computer.

Systems Analyst — Working with people from the department requesting computer service, a systems analyst examines and improves upon existing applications and coordinates the definition of proposed applications, including cost estimates and implementation schedules. This is a senior position to which a programmer may be advanced after several years of experience.

Computer Operator — Working from a schedule of jobs to be run, an operator monitors the running of the computer and follows written directions in response to specific snags which may arise. Graduates from our EDP program are able to quickly learn the specific requirements for operating any particular computer.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Facility in both oral and written communication is required for advancement to senior positions since report writing, interviewing and conducting presentations are key activities.

Marketing

4 Semesters

Option 3

The marketing program is very highly concentrated in marketing subjects and is designed to prepare the student for a career in the field of marketing management, advertising, sales, marketing research or retail management.

The program makes extensive use of case studies, research projects and computerized decision-making simulations ("business games") and video tape and related visual learning resources. The downtown location of the campus makes it ideal for field trips and industry projects.

Career Prospects

Excellent opportunities exist, requiring varying degrees of skill and management potential. Many graduates start their training in sales or other marketing functions and quickly rise to junior positions in product management, retail management, marketing research, advertising, and sales.

Job Descriptions

Assistant to Product Manager — The graduate assists in developing product objectives and marketing strategy and deals with the issues of promotion, pricing, distribution, product packaging, content and design.

Retail Management Trainee — Graduates frequently enter training programs offered by progressive retailers and, with minimum training, become capable of operating a department or branch. This involves employee management, merchandising, controls, promotion management and store layout and design. Alternative jobs include buying and promotion.

Marketing Researcher — The graduate develops research instruments to achieve specific research objectives, gathers the data, analyzes the results and plans action.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Proficiency in oral and written communication is highly desirable.

Business General

4 Semesters

Option 4

This program is designed for the student who seeks a broad, well integrated education in the field of business, as well as the opportunity to concentrate on more than one major subject area. In the second, third and fourth semesters, considerable flexibility is provided in that students select courses from other business options, under the guidance of faculty members.

Career Prospects

Career prospects in management trainee positions are available in a wide range of organizations such as governments, financial institutions, public institutions, public utilities, merchandising, manufacturing, small business, cooperatives and labour unions.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Proficiency in oral and written communication is an asset.

Physical Distribution

4 Semesters

Option 5

In the two-year Physical Distribution Program students get a thorough grounding in the processes involved in moving goods from producer to consumer, at the local, national, and international level.

Career Prospects

The economical distribution of products and services is of major importance in Canada's modern economy. Careers exist in business and industry in wholesaling, retailing, manufacturing and service operations as well as with various governmental agencies and institutions such as hospitals and schools.

Job Descriptions

Physical Distribution Analyst — The analyst's responsibility is to investigate and improve the efficiency of any, or all, parts of an organization's distribution system. This could involve recommending the best location and size for a new warehouse; investigating the rates and qualities of various transportation methods; recommending optimum quantities to ship.

Purchasing Agent — The purchasing agent's responsibility is to seek the best suppliers in terms of price, quality, delivery, and service; then, using past records and forecasts of future needs, to order the most economical quantities that minimize total inventory cost.

Traffic Freight Analyst — An excellent job opportunity is found in the various fields of transportation. There is potential for moving up in various aspects such as distribution management, claims or insurance, inventory control, freight handling and storage, shipping and receiving, trucking operations, terminal supervision, rating, freight and dispatching.

Other job titles include inventory co-ordinator, import/export agent, distribution centre supervisor, customer service representative and traffic rate analyst.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Insurance

4 Semesters

Option 6

This option is available for those students who wish to pursue careers in the Property/Casualty Insurance industry. The graduate of the program will have a thorough theoretical knowledge of the basic principles and procedures of the business, with specific instruction in Property Insurance, Liability Insurance, Automobile Insurance as well as other coverages and business related subjects.

Career Prospects

The Property/Casualty Insurance industry is anxious to hire graduates of this type of program.

Graduates of the program may advance rapidly in the industry. Be it in agency, adjusting, association, brokerage or company ranks, graduates will have an opportunity to apply their theoretical knowledge in actual work situations.

After one year in the industry, the graduate becomes automatically eligible for election as an Associate of The Insurance Institute of Canada (A.I.I.C.), the first step towards the industry's highest professional designation, Fellow of The Insurance Institute of Canada (F.I.I.C.)

Job Description

Trainee Underwriter — Using rate manuals, and established procedures, a trainee underwriter reviews applications for limited amounts of coverage on simple risks. The trainee accepts or declines cases normally requiring limited technical knowledge or experience and refers complex and unusual risks to superiors.

Claims Representative — The representative handles claims promptly, equitably and economically within the provisions of the Insurance contract; investigates damage or loss; negotiates and settles assigned claims within an authorized amount; produces reports on the results of all investigations and negotiations to the claims supervisor and recommends further action on claims exceeding his authority.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Business Administration

5 Semesters

Option 7

This program is for those students who, having completed a four semester business program at George Brown College with a good academic record, desire to proceed into more advanced areas of study in Business Administration. It integrates the students' more advanced learning into a broader view of an organization as a whole. In addition, students increase their specialized knowledge through research projects in their major fields of study. Advanced decision-making, planning and central skills are developed through the use of modern learning techniques.

Career Prospects

Students with these advanced credentials have greater job opportunities in many business and government organizations at levels higher than a graduate from a two year (4 semester) program.

Job Descriptions

Management Trainee — The trainee enters the organization at various levels and is trained and developed through movement upward in the organization in various tasks and job areas, eventually becoming a manager.

Admission Requirements

Two year Business diploma in accounting, data processing, general business, marketing, insurance or physical distribution taken at George Brown College.

Sales

2 Semesters

The one year sales program has been developed to assist the aspiring salesperson to develop sales skills, and enough general business administration knowledge to permit effective management of the sales force.

The study of buying psychology and sales presentation theory followed by video sales presentations in a business atmosphere with color T.V. playback gives the student unique experience in handling sales calls at the industrial sales level.

During the two semesters of instruction the student obtains an understanding of the sales quotation letter, business letter writing, business mathematics, basic marketing, accounting, human relations and other business functions.

Career Prospects

On employment, the graduate will spend a training period learning about the employer's products or services, customers, and policies. The graduate's education is broad enough to speed up the training process and provide the understanding which leads to management opportunities in sales, client service and customer relations.

Job Descriptions

Salesperson in Training — A junior sales position while learning the technical aspects of the product and the customer use of the product. This leads to a higher paying senior sales position.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

The ability to succeed with a minimum of supervision is essential.

Secretarial Arts

All students who wish to pursue programs in general-executive, legal or medical secretarial arts, take a common first year of introductory and general background courses. The main purpose is to provide the student with a solid foundation in secretarial skills.

Toward the end of first year, the student decides which course of study to pursue. These are described in the following pages as:

OPTION 1 — General Executive

OPTION 2 — Legal

OPTION 3 — Medical

OPTION 4 — Word Processing

Each of these programs provides intensive study in the major subject area for an additional two semesters, and provides a 2-year diploma in Secretarial Arts.

Secretarial Arts (General Executive)

4 Semesters
Option I

This program is designed to give the students skills, abilities and knowledge to keep abreast of the new office procedures resulting from technological changes and innovations. With the aid of the most modern equipment, including a steno lab and word processing centre, the technical training is kept at a high level of achievement.

Career Prospects

General executive secretaries are in demand by small businesses, large corporations, real estate offices, boards of education, and other institutions.

Job Descriptions

The general executive secretary is capable of taking dictation of material and transcribing it accurately and efficiently, and is an essential part of the office scene able to act as an assistant to the employer. He or she is equipped to attend conferences, arrange travel plans and meetings and eventually participate to a certain extent in decision-making.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Recommended Background

Credits in English and communication skills are strongly recommended as background.

No previous knowledge of shorthand or typewriting is required, however, if the applicant has 45-50 w.p.m. in typing and 80-100 in Pitman or machine shorthand, credits may be granted towards the first year of the program.

Secretarial Arts (Legal)

4 Semesters
Option 2

There is probably no secretarial position in which the work is more varied than that of a legal secretary.

The Legal Secretary program is designed to prepare the student for employment in one of these challenging positions. Students will become familiar with legal terminology and will see how to prepare and handle a variety of legal instruments and court documents. They will learn the principles upon which Canadian law is based and will have an opportunity to see justice in action by sitting in, as observers, in court rooms where trials and appeals are being conducted. In the final months of the program, students will spend one week as trainees in law offices. Also, they will get first hand experience of word processing equipment and concepts.

Career Prospects

There is a great demand for qualified legal secretaries to work in private law firms and in institutional legal departments. Alternatively, successful candidates may wish to enter into Court Reporting (see separate program description for details).

Job Descriptions

In addition to preparing correspondence and legal documents, legal secretaries frequently make appointments, schedule meetings, research background information and many other activities to assist their employers in the smooth operation of the law office.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Secretarial Arts (Medical)

4 Semesters
Option 3

The Secretarial Arts (Medical) program is offered to students who have mastered the stenographic fundamentals and who have a special interest in the medical field.

All phases of medical secretarial work are explored. Medical terminology, anatomy, medical office procedures and medical office accounting are covered as well as instruction on word processing equipment.

After specialized training, the students will graduate with well-developed skills, with a wide choice of job opportunities.

Career Prospects

There is a continous demand for medical secretaries with either shorthand or dictaphone skills to work in hospitals, clinics and doctors' offices.

Job Descriptions

The medical secretary is called upon to do a variety of work making appointments and taking information from patients, handling correspondence and reports. The secretary must be responsible, able to work with a minimum of supervision, and be sensitive to the needs of patients.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Secretarial Arts (Word Processing)

4 Semesters

Option 4

Word processing means different things to different people. To the office manager, it is a method by which office productivity can be increased dramatically. To the cost-conscious executive, it is a system that can upgrade productivity and at the same time control costs. To the typist, it is a sophisticated typewriter that can do things never dreamed of on a traditional machine.

In fact, word processing is all of these things.

People with supervisory potential and an overall knowledge of word processing concepts, including practical knowledge of the sophisticated equipment now on the market, are urgently needed. And demand is likely to increase as more and more companies change to word processing systems.

This two-year program in word processing will provide training on the most up-to-date video display text-editing typing systems as well as covering such subjects as word processing centre procedures, human relations, personnel training and supervisory techniques.

Career Prospects

Competent word processing operators and supervisors are urgently needed. This need will continue as more and more business organizations change to word processing as a method of handling information of all kinds.

Job Descriptions

Word Processing Operator — A word processing operator is someone with a sound working knowledge of the equipment as well as an above average ability to spell and punctuate accurately. A supervisor of a centre is responsible for the work done in the centre and acts as a liaison person with management.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

For those with an accurate typing speed of approximately 50 w.p.m. and who can prove their strength in English by passing an evaluation test it is possible to go directly into the second year of the program.

Recommended Background

Good English skills and accurate spelling is strongly recommended.

Medical Dicta-Typing

2 Semesters

A one-year Medical-Dictaphone program is offered to applicants who have a minimum typing speed of 45 w.p.m. and who do not want short-hand in their program. It is a certificate course as opposed to the two-year diploma program which has shorthand.

Career Prospects

There is a continuous demand for medical dicta-typists in hospitals, clinics and doctors' offices.

Job Descriptions

Medical dicta typing is a useful additional skill for those interested in working as a doctor's receptionist. There are also many opportunities for well-trained graduates in the hospital services. Most hospitals have on staff a number of people who can intelligently and knowledgeably transcribe recorded medical reports into acceptable typewritten form.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4, or above, the general level, or equivalent. A written English test may be administered to applicants and a passing grade of 65% is required.

Recommended Background

English and communication skills are strongly recommended.

Court Reporting (Stenographic)

2 Semesters

This is an intensive course in reporting skills which will prepare the student for employment in the court reporting field. The course of study, as well as covering many other areas, includes actual experience in the courts working with an experienced court reporter.

The Chartered Shorthand Reporters' Association examination can be written on completion of the course.

Career Prospects

Reporters are in demand in the Supreme, County and Provincial Courts and the Special Examiners' Offices. There is also a wealth of opportunity for employment for those who desire to do free-lance work.

Reporting in this area covers events such as special hearings and conventions.

Job Descriptions

It is the court reporter's responsibility to make a verbatim report of the proceedings of the court.

The importance of accuracy cannot be over-emphasized as the outcome of a trial could be affected by the court reporter's transcript. Those who engage in this profession have to be highly skilled, accurate workers who can take pressure and long hours in their stride.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4, including English, at or above the general level, or equivalent. Applicants may be required to take a written English test with a required passing grade of 65%.

Shorthand speed (Pitman or machine) of 120 w.p.m. on straight matter for five minutes and 45 w.p.m. in typewriting. Applicants may be required to demonstrate this proficiency. Those who meet the shorthand requirements will continue their reporting studies in the shorthand system in which they have qualified.

Preparatory courses are available for applicants without the prerequisites for entry into the program.

Recommended Background

A high degree of manual dexterity and communication skill is strongly recommended. Related business experience, or successful completion of a recognized legal secretarial arts program, would be beneficial.

Court Reporting (Stenomask)

2 Semesters

Stenomask reporting is an alternative to shorthand for recording court proceedings which are later transcribed into typewritten form. Using stenomask equipment, the court reporter repeats what is being said into a "mask" which is attached into a recording device. A speed of up to 250 words per minute is required.

Students will follow the same program of study as in the regular Court Reporting program, except that they will develop their recording skills on the stenomask rather than in shorthand.

Career Prospects

Stenomask reporting is now an approved technique in certain courts and other judicial bodies. The Ontario government formerly did the training but recently asked the College to take on this responsibility. The new course is in direct response to the government's request.

Graduates will be prepared for careers in the following areas: County Court, Criminal and Family Division of the Provincial Courts, Special Examiners' offices and convention reporting. There are also many opportunities for those who wish to free-lance.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in year 3 and 4 at, or above, the general level, or equivalent. An interview is required. Applicants must have a minimum typewriting speed of 35 w.p.m.

Recommended Background

English and communication skills are strongly recommended.

Construction Management (Residential)

4 Semesters

Residential construction is a field that significantly differs from general construction. In close consultation with the Housing and Urban Development Association of Canada (HUDAC), George Brown College has developed a program that is weighted heavily in the areas of business organization and management, with 50 percent of school time spent in the technical area. In addition, during the months of June, July and August, the student will be employed by a construction company to apply acquired knowledge in a real work situation. The employer will be asked to submit to the College an assessment of the student's performance on the job.

Career Prospects

Home builders are looking for personnel who are trained in all aspects of the residential construction industry including technology, management, finance, law, sales, purchasing, advertising and public relations. They must have the ability to identify good tradespersons and good quality workmanship but they do not necessarily have to be able to perform the trades themselves. They must have leadership qualities so they can qualify for management in large construction companies or as supervisors of small to medium building firms. The Residential Construction Management program has been developed especially to fill this need in industry.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in mathematics and English in years 3 and 4 at, or above, the general level, or equivalent. All applicants are interviewed before acceptance.

Property Management (Residential)

4 Semesters

The curriculum of this program was developed by leaders of the property management industry and is intended to prepare candidates for certification in the public and private sectors. Emphasis will be placed on sound business administration, marketing, accounting, law, personnel management and insurance, purchasing and inventory control, security and safety, resident relations, maintenance and housekeeping.

Lectures, case studies and practical on-site assignments will be provided to enable the student to deal effectively with day to day property management problems. This full-time program includes college-supervised work experience under qualified managers.

Graduates are eligible for professional designation by the Housing and Urban Development Association of Canada and the Institute of Housing Management.

Career Prospects

Indications are that condominiums, public and rental housing will form the bulk of available housing in urban areas in the future, so the need for professional managers will increase.

Job Descriptions

Leasing — The property manager is responsible for the leasing program of rental projects.

Public Relations — The property manager interprets company policy for the tenant and maintains a positive image for his projects.

Maintenance and Housekeeping — The property manager establishes and maintains day to day and long term programs to ensure the maximum income flow for the buildings.

Feasibility Studies — The property manager determines how to correct problem areas and to make recommendations before construction begins, sets up and controls rent and collection schedules, and deals with contractors in the tendering and authorizing of contracts.

Management — The property manager is responsible for the efficient, economic and competitive management of rental, condominium or public housing and must understand and interpret company policy.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. All applicants are interviewed before acceptance.

Recommended Background

Credits in bookkeeping and business mathematics would be useful as background.

Acoustics Engineering Technician

4 Semesters

The Acoustics Technician program provides a thorough grounding in principles of acoustic design, sound analysis and modern practices of noise control and hearing conservation. Students are trained in well-equipped laboratories in the operation of professional and industrial instruments used for sound and vibration measurement and analysis for audiometric screening and audio reproduction.

The program has been accredited by the Ontario Association of Certified Engineering Technicians and Techologists.

Job Descriptions

Sound and Vibration Measurement — The technician's training, with a "hands-on" approach in the measurement and analysis of sound vibration, provides the skills needed to perform these tasks in industry.

Industrial Hearing Conservation — Skills in audiometric screening, sound and vibration measurement and analysis, and in noise control enables the technician to be a valuable member of the industrial hearing conservation staff.

Audio — A working knowledge of professional quality audio equipment as well as sound reinforcement equipment enables the technician to work effectively with the audio engineering staff, in operations, maintenance and sound systems engineering.

Sales — Using knowledge of audio, noise control products and techniques and of business organization and marketing, the technician may become a member of the sales organization.

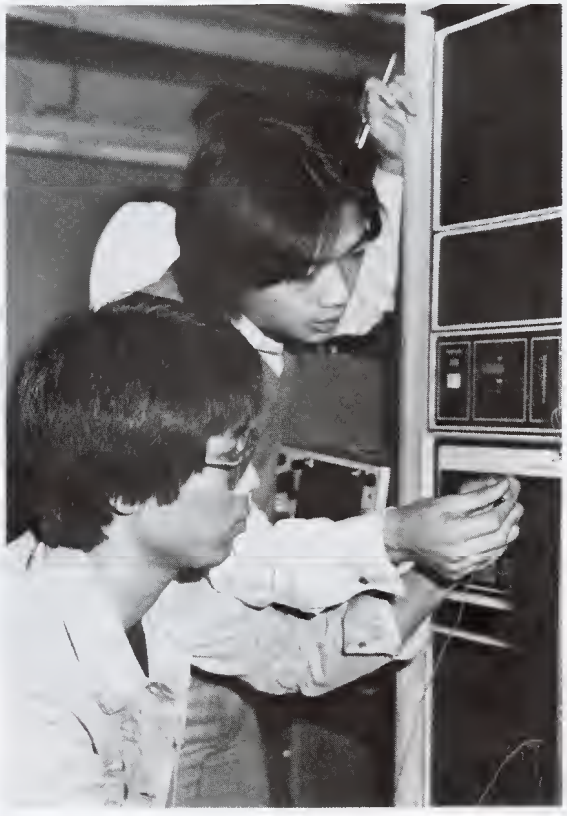
Architectural Acoustics — Skills in drafting, architectural and engineering drawing, noise and vibration control, enable the technician to work effectively with the architect or engineer.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English, or equivalent:

Recommended Background

Credits in drafting and electricity/ electronics and year 3 physics are desirable.



Electronics Engineering Technician

4 Semesters

The Electronics Engineering Technician program provides both men and women with the opportunity to work in the maintenance, installation, production, design or research phases of the Electronics industry. In order to better qualify the graduate for immediate productive work in industry, the program has been designed so that in the second year the student specializes in one of the following areas: Communications, Computers, ETV/TV Broadcast. Graduates of this program are now employed in research and engineering departments of government and industry, in utility companies, in radio and television broadcasting, in closed circuit television studios, in the oil industry, and in the installation of computer and communications systems. Graduates have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as a Senior Engineering Technician.

Job Descriptions

Installation Technician — The Installation Technician goes to the customer's premises and installs or modifies company components and systems, performs tests to insure satisfactory operation, and instructs the customer in the operation. If the company deals in systems, for example, large computers or aircraft guidance systems, there might be an installation team with several installation technicians.

Maintenance Technician — The Maintenance Technician does periodic testing and performs scheduled preventative maintenance on equipment at the customer's place of

business. For example, on servicing computer terminals, the paper punch unit, tape reader and key board must be cleaned and oiled on a regular schedule along with voltage and current checks of the electronics circuits. In servicing video systems, the technician would periodically check the response of the T.V. camera tube, make the necessary electronic adjustments and repair.

Calibration Technician — The Calibration Technician is specially trained by the company to calibrate their electronic equipment to company and government standards. This is an exacting job and requires that the technician work to very close tolerances.

Service Technician — The Service Technician locates and repairs faults which occur on company equipment. This requires a detailed knowledge of the company equipment and expertise in diagnostics. If the customer brings unserviceable equipment to the company's premises the technician may be called a Bench Technician. In some companies a bench technician may be assigned to a project group where he will build prototypes from engineering drawings, run tests and make minor modifications.

Production Technician — The Production Technician ensures that the product meets the specifications and may troubleshoot and repair faulty products.

Design, Research and Development Technician — The Design, Research and Development Technician modifies existing equipment, prepares new designs, including calculations, for approval, builds and calibrates test equipment, and performs tests during the research, design, and development phases of a new product or technique.

Plant Technician — The Plant Technician modifies, repairs and installs electronic equipment and instruments associated with the industrial process.

Technical Writer — The Technical Writer prepares reports, bulletins and specifications including the drawings, illustrations, graphs and tables for company products and proposals.

Sales Technician — The Sales Technician works directly with the customer in an advisory capacity and prepares quotations on company products.

Note:

1. In large firms the graduate may perform only one of these tasks initially, but several or all of the tasks on progress through the company's organizational hierarchy.
2. In small companies the graduate may do some or all of these tasks.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be a useful background. The technician is usually working with the customer; therefore, an ability to work with and to communicate effectively with others is most essential.

Electronics Engineering Technology

6 Semesters

This coeducational program was developed to meet the needs of industry for Engineering Technologists with a practical and theoretical knowledge who will be able to work effectively in the many areas of Electronics. Technologists usually work on their own initiative, but under the general supervision of an engineer, a scientist or senior technologist. This program provides the student with a knowledge of advanced electronics based on quantitative analysis of electronic circuits and systems. Graduates may be employed in many fields: design and construction of equipment; maintenance, repair, and installation of systems (computers, communication); quality control; management; marketing; and research. Because of the depth of knowledge required by the Technologist, the college will review the student's progress at the end of the first semester to determine suitability for further technologist training. Those not qualifying, may be transferred to the Electronics Technician.Graduate Technologists have the academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification as an Engineering Technologist.

Job Descriptions

The technologist may start a career in any of the jobs listed for electronic technician; the additional training offers opportunities for promotion to more challenging technical positions and to supervisory or managerial positions.

Design Technologist — As a member of a design team, the technologist designs electronic apparatus or portions of complex electronic circuits including the test procedures and the writing of the specifications.

Research and Development Technologist — As a member of the research and development team, the technologist assists in the project by building, testing and conducting experiments on electronic equipment. From the experiments, the technologists will analyse the results and prepare the technical data for publication.

Technical Sales Technologist — The Technical Sales Technologist gives technical assistance to customers in the selection and use of electronic components, equipment and systems, and provides the customer with quotations and after sales servicing.

Technical Writing — In an engineering office the technologist may edit engineering reports and compile reports, bulletins, and specifications.

Quality Control Technologist — In a manufacturing company, the technologist may be required to establish and maintain a product inspection service and suggest changes on manufacturing procedure or component selection.

Plant Engineering Technologist — Through liaison with the various departments of a company the technologist will ensure the effective co-ordination of services from the initial design to the efficient utilization of equipment and space in the manufacturing stage.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English, or equivalent.

Recommended Background

Credits in physics, chemistry, drafting, electricity/electronics, mechanics and computer programming at year 4 and mathematics at year 5 would be useful background.

Instrumentation Engineering Technician (Industrial)

4 Semesters

The Instrumentation Engineering Technician works in all phases of industry using automatic controls. Job opportunities range from positions in research and development to sales and service for instrument manufacturers.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a sound grounding in pneumatic instrumentation, electronic instrumentation, computers and related academic subjects.

Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The graduate technician's training prepares for careers that range from the computerized control of a nuclear power plant to the electronic and pneumatic control of a fertilizer process.

Job Descriptions

Plant Maintenance and Design Modification — The technician will be capable of the operation, maintenance and modification of control loops, which may contain temperature, pressure, level, and flow controlling devices, and analytical instruments such as the gas chromatograph. In many cases these instruments will be monitored by computer. The technician may work with one or more junior personnel.

Environmental Control — The technician will be capable of operating, maintaining and modifying environmental control instruments used in the monitoring and control of water and air pollution in both private industry and governmental agencies.

New Plant Constructions — The technician may be part of a team which installs instrument control systems; and commissions control loops, during the initial stages of new processes.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics, chemistry and computer programming would be a useful background but not mandatory. The technician is usually working with many diverse departments in an industrial plant, or with customers, if in sales, therefore, an ability to work and communicate effectively with others is most essential.

Instrumentation Engineering Technology (Industrial)

6 Semesters

The Instrumentation Technologist works mainly in design and systems modification. Job opportunities range from challenging positions in research and development to sales and service for instrument manufacturers.

The Industrial Instrumentation Technology program gives a six semester program in two years.

Each instruction period is followed by one or more laboratory periods to reinforce theory. The student is given a firm grounding in electronic instrumentation, pneumatic instrumentation, computer technology and related academic subjects.

Graduates have technical and academic qualifications acceptable to the Ontario Association of Certified Engineering Technicians and Technologists for certification.

Career Prospects

The technologist's role in industry is primarily in system design and modification. However, specialization in one specific aspect of instrumentation such as computer control, analysis instrumentation or electronic instrumentation may be selected.

Job Descriptions

Consulting and Design — The technologist may initially be a member of a team of specialists designing and drafting new instrumentation systems and modifying existing installations, and, with experience, may supervise the commissioning and installation of systems for new processes.

Plant Maintenance — The technologist, after a suitable orientation period, will be capable of supervising a team of technicians and other personnel in the maintenance and modification of control systems, of individual control loops containing temperature, pressure level and flow measuring devices, and of analytical instruments and mini-computers. The co-ordination and scheduling of instrument maintenance in relation to other trades may also be the responsibility of the technologist.

Computer Interphasing — In the past, computer personnel looked after computer maintenance, and instrument personnel looked after their own maintenance and modifications. The instrumentation technologist has an ever-expanding role to play in the field of computer interphasing.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including year 4 mathematics and English and year 3 physics, or equivalent.

Recommended Background

Credits in physics, drafting, electricity/electronics, mechanics and computer programming at level 4 and mathematics at level 5 would be useful background but not mandatory.

Watchmaking

4 Semesters
Optional 5th & 6th Semester

The basic two-year program in watchmaking prepares the student to service and repair all types of mechanical time pieces.

After completion of the two-year program the student may qualify to enter an optional third-year to learn how to service all types of complex watch mechanisms including electric and electronic watches.

Instruction is by the project approach for the first three semesters, and a simulated repair shop approach during the fourth, fifth and sixth semester. The College provides the most modern equipment and small tools during the training period. Related horological theory is taught parallel to shop practices.

Students completing the 2nd year of the program are excused two terms of 1,800 hours toward their apprenticeship. Students who complete the third year, are allowed the equivalent of prescribed apprenticeship training and qualify to take the certificate of qualification examination.

Job Descriptions

Watchmaker — The graduate from the four semester program is capable of servicing all types of mechanical watches except chronographs.

The graduate of the six semester program is capable of servicing all types of mechanical and electronic watches including chronographs.

Clockmaker — The graduate may specialize in clock repairing and become proficient as a clockmaker.

Precision Instrument Technician — Graduates are capable of adapting their skills to the servicing, construction, inspection and design of precision instruments used in aircraft, hydro and gas installations, chemical laboratories and meteorology.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent.

Recommended Background

Any hobby involving work with small mechanisms would be beneficial. Good eyesight (corrected vision is accepted), and mechanical reasoning abilities are essential.

Graphics Technician (Printing)

6 Semesters

The printing industry is one of the largest employers in the Toronto area, which in turn is known as a centre of superior quality printing companies. Several years ago, a survey of the industry indicated a real need for highly trained technicians to permit the industry to expand.

The printing technology department has the most modern presses, photocomposition equipment, process cameras, electronic colour scanners, stripping, platemaking and bindery equipment.

Technicians in the 3 year program take "hands-on" technical training in eight different subjects for each of the first two years and then select one area, such as presswork, photocomposition, camera and stripping, bindery, in which to specialize in the third year.

Job Descriptions

Phototypesetter — The phototypesetter uses a special purpose computer to set type images using a keyboard unit. A tape is produced at the keyboard which contains both instructions for the computer and the information to be typographically arranged.

A relatively new development in this skill involves the use of an editing terminal which displays tape codes on a television screen. Incorrect coding is corrected or copy may be updated as desired.

Mark-Up Person/Typographer — The mark-up person takes a designer's layout and, using copyfitting aids and a catalogue of type styles, writes instructions on the copy to the typesetter. This person may occasionally be required to take "raw" copy and produce both a design and mark-up.

Typographic Layout — The typographer is primarily concerned with producing layouts which employ mainly type and is not required to draw freehand illustrations. A "comprehensive layout" prepared by the designer may be so precisely drawn that it appears to be a printed job from a short distance. Many of the most successful in this field were formerly typesetters.

Paper Assembler — A paper assembler, also known as a paste-up artist, takes reproduction proofs, phototypeset matter and illustrations, and assembles them into camera-ready copy. In addition the paper assembler may be required to operate a graphic arts camera and photo-lettering machines.

Film Assembler — A film assembler performs the same basic function as the paper assembler, using photo-positive film.

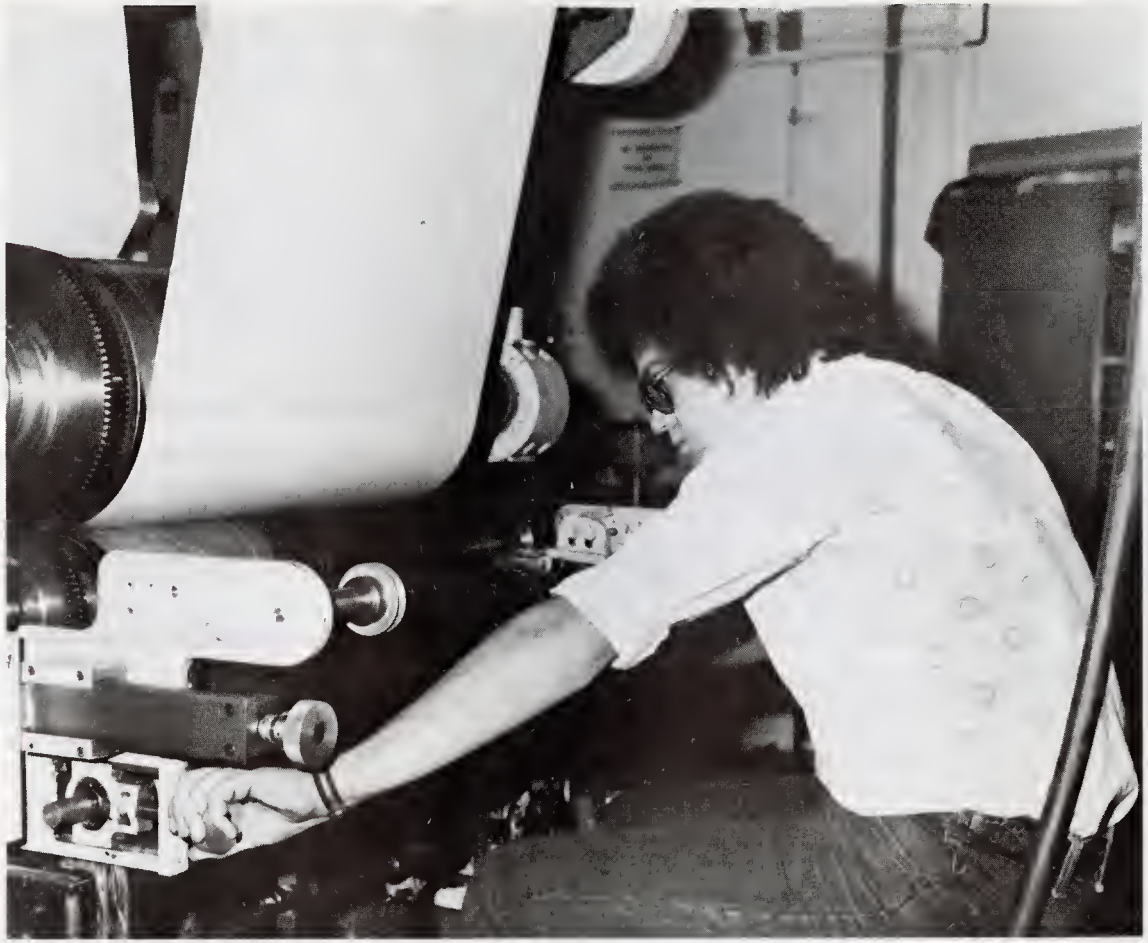
Stripper — The stripper lays out flats containing line, halftone, duotone and four colour process negatives according to plan for each job, or may create the plan. Darkroom techniques are used to make photographic contacts and for the developing of offset plates.

Process Camera Operator — The process camera operator makes photographic continuous tone, line and halftone negatives for each printing job, develops film, makes contact negatives or positives, operates film processing machines and does four colour separations by means of a process camera, enlarger, contacting or electronic scanner.

Press Operator — Press operators use one or more printing presses which use Letterpress, Offset, Rotogravure or Flexographic techniques. Presses may be operated single handedly or require a crew of a dozen, depending on size and complexity. Tolerances are in the 1/1000 of an inch category. Operators must have good mechanical sense, colour sense for ink matching and technical knowledge of inks, papers and plates.

Binding and Finishing — The binder operates a variety of precision mechanical equipment that folds, drills, stitches, pastes, glues, cuts, trims, sews and assembles all types of forms, folders, brochures, pamphlets, soft and hard covered books. They also may operate foil stamping and heat sealing equipment. Knowledge of papers, adhesives and the effect of temperature and humidity on them is important. Operators must have good mechanical sense.

Applications Specialist — The applications specialist demonstrates manufacturers equipment to purchasers and often teaches basic operations to a purchaser's staff.



Technical Representative — A technical representative in the printing industry works for a manufacturer or supplier of printing equipment or supplies, servicing and/or repairing equipment in use, acting as an advisor in the use of equipment and supplies and as a trouble shooter when equipment or materials fail to perform. He or she may also become a technical sales representative.

Production Controller — A production controller organizes the production scheduling of printing orders through the various departments to achieve the best combination of plant capacity, production priorities and cost efficiency. The control function is based on the technical knowledge of time and equipment needed in each phase of production for each job scheduled.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, including level 4 mathematics, level 3 physics and, preferably, level 4 chemistry, or equivalent.

Recommended Background

Drafting skills, mechanical aptitude, typing skills, artistic interests are all useful in various parts of the trade.

Graphic Design Technician

4 Semesters with optional 5th and 6th semesters

The two-year Graphic Design Technician program is formulated and organized to develop students skills and abilities to the highest level of competence in the fields of graphic design and advertising arts. Upon graduation, students are prepared to pursue a career starting as a junior artist and leading to professional artist in the advertising arts industry. The industry offers diversity and exceptional opportunities for personal and professional growth.

Third year students further develop their skills and abilities and learn techniques to produce artwork of professional quality and excellence. During the third year, students develop a solid understanding of art studio operation and the many relationships and functions in the advertising arts industry. First hand facts and information are obtained through field trips to specific businesses and personal contact with management and working professionals. Special emphasis is given to creating a highly professional looking portfolio.

Graduates receive a diploma after the second year and a special certificate after the third year.

Career Prospects

Students of the Graphic Design program are prepared to meet the requirements of the industry. Graduates obtain positions in advertising agencies, graphic design studios, art studios, packaging companies, film production studios, printing companies, publishing companies and corporations that operate in-house art and advertising departments. Metropolitan Toronto is Canada's largest centre for graphic arts and offers more opportunities in advertising arts and graphic design than any other region in Canada.

Job Descriptions

After working and gaining experience in the advertising arts industry, graduates with the George Brown Graphic Design background may consider specializing. The specific areas of specialization are as follows:

Paste-Up and Assembly — The artist prepares the final art, positioning type, illustrations and photographs in accordance with layout. The end product could be catalogues, brochures, package designs, advertisements and magazines.

T.V. Graphics — The T.V. Graphics designer creates slides and animated films for television commercials, educational and a variety of films incorporating paper cutting techniques, illustrations, photography, typography and a wide variety of special techniques.

Photographic Design — The photographic designer creates advertising art in numerous forms through the effective use of black and white and colour photographs.

Advertising Design — The advertising designer specializes in the visual effect of advertising layouts for advertising media including newspapers, magazines and brochures through effectively designing and selecting type, illustrations and photography.

Corporate Design — The designer creates the original design and finished art work for a mark or logo that will be used by a company on its stationery, equipment, uniforms, buildings, vehicles and advertising.

Package Design — The package designer creates appropriate packaging, labels, point of purchase displays and other devices to enhance the appearance and merchandising utility of the product.

Illustration — The illustrator creates drawings in pencil, pen, marker, paint and dyes, using virtually every medium to illustrate effectively in black and white or colour books, magazines, newspapers, advertisements including most forms of advertising and graphic communications.

Studio Graphics — The designer creates folders, brochures, annual reports and calendars from layout stage through to finished art, incorporating the principles of design using colour, typography, illustration and photography.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. All applicants must submit portfolio of five to ten samples and pass an art test.

Recommended Background

Credits in art from secondary school or previous training in industry or art college are desirable.

Diploma Nursing Program

The aim of this program is to prepare diploma nurses to practise nursing in the Province of Ontario after they have written the Ontario Nurse Registration Examinations.

On successful completion of these examinations, graduates are entered on the register of the College of Nurses of Ontario and may use the title Registered Nurse.

The program extends over two years and consists of 41 weeks of classes and clinical experience plus 11 weeks vacation each year. The curriculum combines both nursing and general education courses. In the second year there is one elective — students may choose one of several sociology courses.

Career Opportunities

Graduates are prepared for employment as registered nurses in health care agencies, e.g. general and acute care hospitals and long-term care institutions.

Post-diploma courses in specialized areas of nursing and community health services are also offered by the Division.

Job Description

Staff Nurse in Hospitals and Long Term Care Institutions.

The staff nurse is responsible for planning, providing and evaluating nursing care for individuals, families and groups. In addition, nurses assume responsibility for health teaching and the supervision of auxiliary nursing personnel. The staff nurse initially functions as a team member and after a period of orientation as a team leader.

The Program

The nursing courses contain both theory and clinical experience. The focus is on developing skill in assessing, planning, implementing and evaluating nursing care for individuals. Students have experience in caring for adults and children with medical and surgical conditions. Clinical practice is also provided in the areas of Psychiatry and Obstetrics.

Complementing the nursing courses are several general education courses. These are:

Biological Sciences — these courses provide theory related to the structure and function of the human body. As well, characteristics and organization of micro-organisms are studied in their relationship to health and illness.

Pathophysiology and Therapeutic interventions — these courses explore theories related to the development of health-illness processes in individuals and also to the various methods of treating illness.

Humanities — these courses explore the philosophical, theological and legal basis for the formation of values and their application to nursing.

Social Sciences — these courses explore psychological and sociological perspectives on the human condition.

Clinical Locations

The Nursing Division offers one program at St. James Campus with clinical practice at the following hospitals:

Mount Sinai Hospital, 600 University Avenue
St. Joseph's Hospital, 30 The Queensway
St. Michael's Hospital, 30 Bond Street
Toronto General Hospital, 101 College Street
Toronto Western Hospital, 399 Bathurst Street
Hospital for Sick Children, 555 University Avenue
Queen Street Mental Health Centre, 999 Queen Street West

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent, with a minimum of two credits in physics, chemistry and/or biology.

A pre-interview questionnaire, initial health questionnaire, work reference where applicable, academic pretest and personal interview are also required.

The Student Nurses' Association

The Student Nurses' Association is composed of all students registered in the diploma nursing program. It plays a role in faculty-student liaison and in planning the activities connected with graduation.

Post Diploma Programs and Courses

A variety of courses and programs are being offered in the Continuing Education Department of the Nursing Division.

Full Time

Critical Care Nursing	(19 weeks)
Operating Room Nursing	(19 weeks)
Child and Family Mental Health	(18 weeks)
Neonatal Intensive Care Nursing	(15 weeks)
Upgrading for the Graduate Nurse	
Review of Basics to Nursing	(5 weeks)
Medical-Surgical Nursing	(8 weeks)
Maternity Nursing	(8 weeks)
Psychiatric Nursing	(8 weeks)
Pediatric Nursing	(8 weeks)
R.N. Psychiatric Nursing	(5 weeks)
Forensics	(5 weeks)

Note: These programs may also be taken on a part-time basis.

Part-Time

Rehabilitation Nursing Part I	(15 weeks)
Rehabilitation Nursing Part II	(15 weeks)
Long Term Care with Special Focus on the Elderly	(15 weeks)
Upgrading in Pharmacology	(15 weeks)
Care of the Patient with End Stage Renal Disease	(15 weeks)
Living with Dying	(10 weeks)
Basic Rescuer Course — Cardiopulmonary Resuscitation	(3 weeks)
Developmental Psychology	(18 weeks)
Family Life Styles in Canada	(18 weeks)
Psychopathology and Therapeutics (Forensics)	(7 weeks)
Human Development (Forensics)	(8 weeks)
Mental Health (Forensics)	(10 weeks)

For more information please call 967-1212, Ext. 701, 702, 703 Nightingale Campus.

Theatre Arts

4 Semesters

In response to the revival of interest in musical comedy, musical drama and cabaret, the Theatre Arts program places its emphasis on training in the related disciplines of musical theatre.

This two-year program provides an opportunity to gain a foundation of skills, practicalities, traditions, and professionalism for the performing arts.

Enrolment is limited, ensuring that considerable personal attention is given to each student. Faculty members are all practitioners in the professional world of stage and/or screen.

Close contact is maintained with local theatres and studios, and students have an opportunity to experience the workings of these organizations at first hand.

Classes are approximately 35 hours a week for 32 weeks, over two semesters each year.

Major courses include acting (including improvisation, text study, characterisation, scene work, workshop production); voice and speech; mime and dramatic movement; dance (basic ballet and modern stage); vocal music (solo and choral); set design and basic construction; costume design; basic construction and wardrobe operation; performance production for stage and camera; video and radio performance techniques.

Minor courses include make-up for stage and camera; lighting and sound; audio-visual equipment; stage management and production management; career management, history of the theatre; study of scripts and lyrics.

On successful completion of the program students receive a diploma. A third year, more specialized post-diploma course is under consideration.

Career Prospects

An ever-expanding international market creates a consistent, though competitive, demand for well-oriented talent in a widening range of educational, entertainment, and commercial activities.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in levels 3 and 4 at, or above, the general level, or equivalent. Applicants are interviewed and auditioned before acceptance.

Dance Training

4 Semesters

This two-year diploma program will provide advanced-level students with the professional training they need to enter a ballet company.

This will be accomplished through studio training in the practice and theory of classical ballet and other dance forms.

Students will gain experience through frequent participation in public performances, lecture/demonstrations and workshops in both original choreography and established repertoire.

Dance forms taught include Ballet, Pointe, Character, Repertoire, Modern and Jazz. Pas de Deux classes and separate coaching classes for male students are offered.

Faculty members and guest teachers have extensive performing and teaching experience.

To ensure that graduates are skilled in the non-performing aspects of ballet, skills that may be required at a later stage in their careers are also taught. These include Benesh notation, music theory, make-up, acting and anatomy.

Career Prospects

The heightened public interest in ballet and other dance forms, is reflected in the development and continuing growth of dance companies in Canada. Opportunities for young dancers increase yearly.

Admission Requirements

Ontario Secondary School Graduation Diploma with credits in years 3 and 4 at, or above, the general level, or equivalent. Applicants must be at the advanced ballet level. Applicants are interviewed and auditioned prior to acceptance.

Index

Accounting 34
Acoustics Engineering Technician 42
Addiction Counsellor 25
Air Conditioning, Refrigeration Engineering Technician 5
Apparel Management 27
Architectural Drafting Technician 7
Business 33
Business Administration 37
Business General 35
Certified Dental Assisting 19
Child Care Worker 25
Civil Engineering Technician 5
Clinical Methods in Orthotics/Prosthetics 22
Commercial Ceramics 19
Community Worker 26
Construction Engineering Technician (Management) 6
Construction Management (Residential) 42
Court Reporting (Stenographic) 40
Court Reporting (Stenomask) 41
Creative Fashion Design 27
Culinary Management 29
Dance Training 52
Dental Hygiene 19
Dental Hygiene (Expanded Duties) 20
Dental Technician 21
Denture Therapy 21
Diploma Nurse Program 51
Drafting Engineering Technician (Process Piping) 10
Drafting Technician 8
Early Childhood Education 27
Electrical Engineering Technician (Design) 15
Electrical Engineering Technician/ Technology 15
Electronic Data Processing 34
Electronics Engineering Technician 43
Electronics Engineering Technology 44
Fitness Instructor 22
Food and Beverage Management 29
Furniture Production and Design 28
Graphic Design Technician 50
Graphics Technician (Printing) 48
Hotel Management 30
Instrumentation Engineering Technician (Industrial) 45
Instrumentation Engineering Technology (Industrial) 46
Insurance 36
Jewellery Arts 17
Jewellery Repairs 18
Marketing 35
Mechanical Engineering Technician (Building Services Drafting) 8
Mechanical Engineering Technician (Drafting Design) 9
Mechanical Engineering Technician (Tool and Die) 11
Mechanical Engineering Technicial (Toolmaking) 12
Medical Dicta-Typing 40
Orthotic/Prosthetic Technician 22
Physical Distribution 36
Piano Technician 16
Property Management (Residential) 42
Sales 37
Secretarial Arts 38
Secretarial Arts (General Executive) 38
Secretarial Arts (Legal) 39
Secretarial Arts (Medical) 39
Secretarial Arts (Word Processing) 40
Surveying 10
Theatre Arts 52
Watchmaking 47
Welding Specialist 14

The George Brown College

Key to Campus Locations

C **College Street Campus**
507 College Street

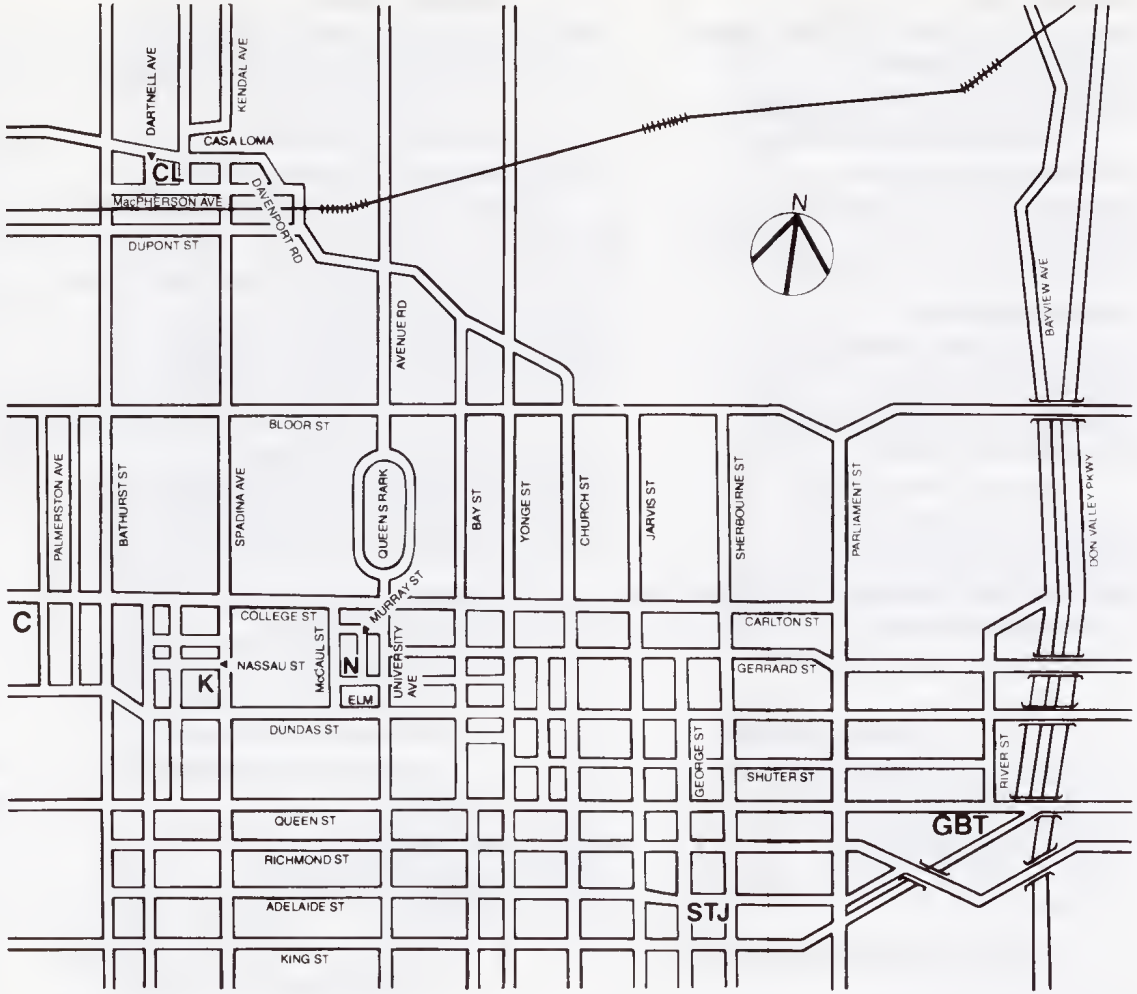
CL **Casa Loma Campus**
160 Kendal Avenue

GBT **The George Brown Theatre**
530 King Street E.

K **Kensington Campus**
21 Nassau Street

N **Nightingale Campus**
2 Murray Street

STJ **St. James Campus**
200 King Street E.



THE GEORGE BROWN COLLEGE OF APPLIED ARTS AND TECHNOLOGY
P.O. BOX 1015, STATION B, TORONTO, ONTARIO M5T 2T9/967-1212

MEMORANDUM

TO: All Deans

FROM: B.A. Ferrett
Director, Student Services

DATE: June 10, 1975

RE: (I) Career Guide (II) Program Handbook 76/77

There seems to be some confusion about planned publications for 76/77.

Two separate publications are planned:

(I) A Career Guide to be issued in December 1975, for distribution to highschools and highschool students. It will contain basic program information, but the emphasis will be on the jobs and careers to which programs lead. Detailed course information, credit units, hours etc. will not be included.

Hopefully this will (a) be more attractive and meaningful to highschools than our present calendar (b) overcome the problems with regard to the provision of detailed information so far in advance of the academic year.

(II) Program Handbook/Administrative Manual to be issued, probably, in April 1976. This will contain the detailed information and will only be for internal use. It will also be the official document submitted to the Ministry.

I realise that at present there appears to you to be some duplication of data collection. Unfortunately the "Data Base" will not be operational in time to provide the information required for the Career Guide. Once the Data Base is established, the process should become much simpler.

I hope this clarifies the situation.

B.A. Ferrett
Director, Student Services

copies: G. Armstrong
J. Stephens
M. Egan
P. Hollow

Career Guide

The George Brown College
of Applied Arts and Technology

THE CITY IS OUR CAMPUS

George Brown College operates nine campuses in the City of Toronto. Casa Loma Campus is a complex of new and old buildings at Davenport Road and Kendal Avenue. The new St. James Campus, at 200 King Street East, is an historical building that has just been completely renovated. Kensington Campus, at Spadina and Nassau, close to the Kensington Market; and College Campus, at College and Bathurst; are in the heart of one of Toronto's oldest and most interesting ethnic areas. The five nursing campuses are near their associated hospitals: Toronto General, St. Michael's, St. Joseph's, Toronto Western and Nightingale (Mount Sinai).

George Brown doesn't offer ivy-covered walls and tree-line walkways but it does have all the entertainment facilities, cultural resources and excitement of the downtown area of one of Canada's largest and most important cities, at its disposal.

The College provides about 70 programs in technology, business, arts and crafts, community service and health sciences, that are specifically designed for high school (Ontario grade 12) graduates. The main purpose of these programs is to prepare students for employment in business and industry.

Most programs take two years (four or six semesters). A few take one year (two semesters) and others have a third year option. Graduates of programs that are four or more semesters long, receive diplomas. Graduates of two-semester programs receive certificates.

ADMISSION REQUIREMENTS

The basic requirement is Ontario high school graduation (grade 12, 27 credits) or equivalent. Certain programs also require interviews, grade 12 standing in specific subjects or demonstration of special talents.

HOW TO APPLY

Interested students should see their high school guidance counsellor for information and application forms.

Information and forms are also available from the College by writing Box 1015, Station B, Toronto, Ontario M5T 2T9 or phoning (416) 967-1212.

Completed forms should be submitted to The Admissions Office, George Brown College, at the above address. They should be accompanied by one of the following:

(1) an official transcript of all high school marks showing the necessary credits for the program selected;

or

(2) a written statement from the high school principal that the applicant is expected to obtain the necessary credits. This must be substantiated by an official transcript of marks when available.

PRIORITY OF ADMISSIONS

Students are admitted in the following order of preference:

(1) permanent residents of Ontario;
(2) permanent residents of other Canadian provinces;
(3) overseas students from Commonwealth countries;
(4) students from other foreign countries.

FEES (SUBJECT TO CHANGE)

The fee for post-secondary programs is $295 a year.

First semester	
Confirmation fee	$ 35.00
Balance of tuition fee	100.00
Student activity fee	20.00
	$155.00

Second semester	
Tuition fee	$125.00
Student activity fee	15.00
	$140.00

The cost of textbooks, instruments and supplies is extra and varies, according to the program, from $40 to $100.

FINANCIAL ASSISTANCE

Applicants who are Canadian citizens or landed immigrants having lived in the country for at least 12 consecutive months before enrolment, may be eligible for financial assistance under the Ontario Student Assistance Program or the Canada Student Loans Plan.

More information and application forms are available at all high schools and the Student Services Office of George Brown College. Phone (416) 967-1212.

SERVICES

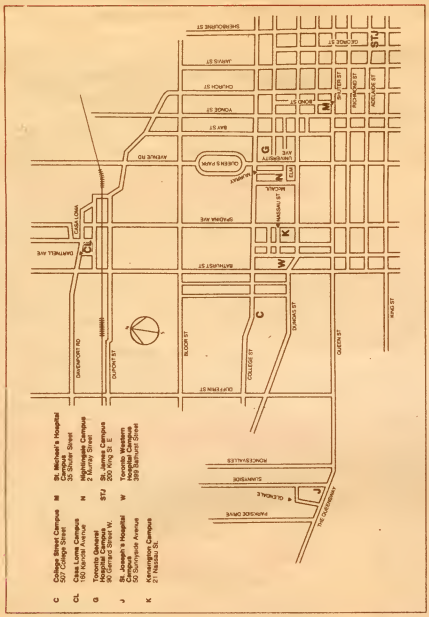
- Although residence accommodation isn't provided by the College, there is no shortage of boarding and rooming facilities in Toronto. Rates vary. Phone the College's Students Services Office at (416) 967-1212 for more information.

  Residences for student nurses operate on each nursing campus but are not under the jurisdiction of the College. More information is available from the nursing campus directors.
- Counselling services at all campuses provide educational, vocational and personal counselling.
- Health centres at all campuses are staffed by public health nurses, with a physician available by appointment for consultation. Services include individual health counselling, health education programs and emergency care in case of accident or illness.

  OHIP (Ontario Hospital Insurance Plan) coverage is the responsibility of each student. Information is available from the health centres.
- Libraries for study and leisure reading operate at all campuses.
- Placement assistance is provided by faculty and staff. The Placement Office also provides career planning and job search information and maintains contact with potential employers on behalf of graduates.

  Students are informed of permanent, part-time and summer employment opportunities.
- Athletic activities are co-ordinated by Athletic Director Vince Drake. Information about the programs can be obtained from the office at the Casa Loma gymnasium or by phoning 967-1212 ext. 431.

Note: An equipment fee, in addition to the tuition fees, is charged for most programs for the maintenance of instructional equipment. The fee is assessed on a program-by-program basis but has been reduced to a maximum of $30.


C College Street Campus 567 College Street
CL Casa Loma Campus 160 Kendal Ave.
G Toronto General Hospital Campus 200 Elizabeth St.
J St. Joseph's Hospital Campus 30 The Queensway
K Kensington Campus 21 Nassau St.
M St. Michael's Hospital Campus 30 Shuter St.
N Waterfront Campus 2 Morrison Street
STJ St. James Campus 200 King St. E.
W Toronto Western Hospital Campus 399 Bathurst Street

COUPON

To: The Student Services Department
George Brown College
Box 1015, Station B
Toronto, Ontario
M5T 2T9

Please send me more literature ___ and/or an application form ___ for the following program(s): _____

Name: _____

School: _____

Home address: _____

Telephone number: _____

Note: **This is a *modified* George Brown College career guide. For a complete Career Guide, covering all programs, contact your high school guidance office or the College at Box 1015, Station B, Toronto M5T 2T9, phone (416) 967-1212.**

GROUP I

Acoustics Technician
Air Conditioning Technician
Civil Engineering Technician
Construction Technician
Drafting Technician—Architectural
Drafting Technician—General
Drafting Technician—Mechanical Services
Drafting Technician—Structural
Electrical Design Technician

Electrical Technician/Technologist
Electronics Technologist
Electronics Technician
Graphic Arts (Printing) Technician
Industrial Instrumentation Technician
Industrial Instrumentation Technology
Materials Handling
Mechanical Drafting Design Technician
Mechanical Engineering Drafting
Process Piping Design Technician
Surveying
Tool Design Technician
Toolmaking Technician
Watchmaking
Welding Specialist

ELECTRICAL DESIGN TECHNICIAN

(4 Semesters)

Electrical design technicians work as electrical draftsmen, designers and estimators with engineering consultants, electrical utilities, electrical manufacturers and electrical contractors.

The Electrical Design Technician program is the same as the Electrical Technician program for the first three semesters (47 weeks) and then concentrates on the area of specialization for the final semester (17 weeks).

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

JOB DESCRIPTIONS

Building Systems Design—The graduate is capable of working in an electrical design office of consulting engineers or architects in the design and production of electrical designs and layout for residential, commercial, and industrial buildings.

Lighting Layouts and Calculations—A graduate electrical design technician may be employed by a lighting fixture company as a salesman, a designer of lighting fixtures, or as a designer of lighting installations.

Specifications and Estimating—The graduate would be able to write the specifications for an electrical installation and develop an estimate of the cost of such an installation.

Public Utilities—A graduate may be employed by an electrical public utility in the design of sub-stations, transmission lines, and distribution systems for electrical energy.

Supervision—A graduate may assume the duties of a job supervisor and direct the electrical installation to conform to the plans and specifications of the architect and client.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with credit standing in mathematics, science and English at the senior level.

RECOMMENDED BACKGROUND

Credits in physics, electricity and electronics would be useful as background.

GRAPHIC ARTS (PRINTING) TECHNICIAN

(6 Semesters)

The printing industry is one of the largest employers in the Toronto area, which in turn is known as a centre of superior quality printing companies. Several years ago, a survey of the industry indicated a real need for highly trained technicians to permit the industry to expand.

The printing technology department has the most modern presses, photocomposition equipment, process cameras, electronic colour scanners, stripping, platemaking and bindery equipment.

Technicians in the three year program take "hands-on" technical training in eight major areas for each of the first two years and then select one area, such as presswork, photocomposition, camera and stripping, bindery or quality control, in which to specialize in the third year.

JOB DESCRIPTIONS

Compositor—The compositor sets type using the traditional composing stick and case of metal types. However, this has become more of a page assembly function latterly where the craftsman is responsible for precise fitting of symbols or special type characters into machine set pages.

Phototypesetter—The phototypesetter uses a special purpose computer to set type images using a keyboard unit. A tape is produced at the keyboard which contains both instructions for the computer and the information to be typographically arranged.

Mark-Up Person—The mark-up person takes a designer's layout and, using copyfitting aids and a catalogue of type styles, writes instructions on the copy to the typesetter. This person may occasionally be required to take "raw" copy and produce both a design and mark-up.

Typographic Designer—The typographic designer is primarily concerned with producing designs which employ mainly type and is not usually required to draw freehand illustrations. A "comprehensive layout" prepared by the designer may be so precisely drawn that it appears to be a

printed job from a short distance. Many of the most successful in this field were formerly compositors.

Paste-Up—A paste-up artist takes reproduction proofs, phototypeset matter and illustrations, and assembles them into camera-ready copy. Typesetting houses, printers, advertising agencies, information offices and public relations bureaus employ paste-up artists.

Film Assembly—A film assembler performs the same basic function as the paste-up artist, using photo-positive film. In addition the film assembler may be required to operate a graphic arts camera. However, the precision obtainable by this method is usually only required by trade typesetting houses.

Negative Stripper—The negative stripper lays out flats containing line, halftone, duotone and four colour process negatives according to plan for each job, or may create the plan. Darkroom techniques are used to make photographic contacts and for the developing of offset plates.

Process Camera Operator—The process camera operator makes photographic continuous tone, line and halftone negatives for each printing job, develops film, makes contact negatives or positives, operates film processing machines and does four colour separations by means of a process camera, enlarger, contacting or electronic scanner.

Pressman—Pressmen operate one or more printing presses which use Letterpress, Offset, Rotogravure or Flexographic techniques. Presses may be one-man-operated or require a crew of a dozen, depending on size and complexity. Tolerances are in the 1/1000 of an inch category. Operators must have good mechanical sense, colour sense for ink matching and technical knowledge of inks, papers and plates.

Bindery Worker—Bindery workers operate a variety of precision mechanical equipment that fold, drill, stitch, paste, glue, cut, trim, sew and assemble all types of forms, folders, brochures, pamphlets, soft and hard covered books. They also may operate foil stamping and heat sealing equipment. Knowledge of papers, adhesives, and the effect of temperature and humidity on them is desirable.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

RECOMMENDED BACKGROUND

Drafting skills, mechanical aptitude, typing skills, artistic interests are all useful in various parts of the trade.

MECHANICAL DRAFTING DESIGN TECHNICIAN

(4 Semesters)

This program has been developed to prepare the student for a career in a wide range of drafting and design areas.

The theoretical and practical aspects of the subject matter are applied to the drawing and design of projects in a modern drafting room, using up-to-date equipment which simulates an actual industrial engineering office.

Graduates are eligible for certification by the Ontario Association of Certified Engineering Technicians and Technologists.

JOB DESCRIPTIONS

Drawings and Specifications—The technician's training provides the background and the skills to develop layout drawings, expand basic design sketches, to make appropriate working drawings, and to list the necessary specifications and materials for the satisfactory manufacture and performance of a component or assembly.

Computer Information Systems—The knowledge of mechanical systems, mechanisms, and components, enables the technician to assemble data for automatic information systems.

Technical Sales—The ability to read and interpret engineering data and drawings, allows the technician to pursue a variety of engineering related fields, such as customer service, engineering sales, production control, and technical assistance in purchasing.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics at the senior level.

RECOMMENDED BACKGROUND

Credits in drafting and physics are desirable.

GROUP II

Accounting
Apparel Management
Business Administration
Business General
Court Reporting
Electronic Data Processing
Food Administration
Hotel/Motel Administration
Marketing
Physical Distribution

Residential Construction Management
Residential Property Management
Sales
Secretarial Science (General Executive)
Secretarial Science (Legal)
Secretarial Science (Medical)

BUSINESS ADMINISTRATION

Business today offers a wide choice of interesting, well-paying careers.

There is a growing need for competent, skilled people in accounting, marketing, data processing, physical distribution, general business administration and sales positions.

George Brown's Business and Commerce Division can give you the highly concentrated training you need to enter the specialty area of your choice.

The first semester of all the two-year business programs is the same. This provides you with a broad introduction to business and to the program of your choice. Subjects include language and communication, business mathematics, introduction to accounting, data processing, marketing and physical distribution.

In the second semester, students start to specialize in one of the areas listed below.

Option I — Accounting
Option II — Electronic Data Processing
Option III — Marketing
Option IV — General Business
Option V — Physical Distribution
Option VI — Business Administration

Graduates of two-year programs may also qualify for a fifth semester in the Business Administration Program.

Students may start the program in September or January of each year.

ACCOUNTING

(4 Semesters)

The courses included in this program provide a valuable preparation for students interested in accounting careers in business, government and industry. Students who wish to obtain a professional accounting designation will be granted advanced standing in specified courses by the Certified General Accountants Association and the Society of Industrial Accountants.

CAREER PROSPECTS

Accountants are required in every facet of our society. Graduates from this program will find career opportunities in manufacturing, merchandising, banking and finance, government, public institutions, recreation and service organizations.

Large firms tend to prefer graduates with leadership potential, a thorough knowledge of accounting skills plus self confidence, and the ability to communicate freely. The new graduate is then placed in a training program which will provide a wide range of experience in various sections of the firm's accounting department, such as accounts payable, accounts receivable, payroll, credit.

In smaller firms, the graduate will probably be expected to perform a wider range of accounting tasks.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with pass standing in mathematics and English at the senior level.

SECRETARIAL SCIENCE

(Introductory Program)

All students who wish to pursue programs in general-executive, legal or medical secretarial science, take a common first year of introductory and general background courses. The main purpose is to provide the student with a solid foundation in secretarial skills.

Toward the end of first year, the student decides which course of study to pursue. These are:

OPTION I — General
OPTION II — Legal
OPTION III — Medical

Each of these programs provides intensive study in the major subject area for an additional two semesters, and provides a two-year diploma in Secretarial Science.

Court Reporting is an additional, higher level program which may be taken after completion of a two-year legal secretarial program.

Students may begin a program in September and January each year.

SECRETARIAL SCIENCE (GENERAL EXECUTIVE)

(4 Semesters)

This program is designed to give the students skills, abilities and knowledge to keep abreast of the new office procedures resulting from technological changes and innovations. With the aid of the most modern equipment, including a steno lab, the technical training is kept at a high level of achievement.

CAREER PROSPECTS

General executive secretaries are in demand by small businesses, large corporations, real estate offices, boards of education, and other institutions.

JOB DESCRIPTION

The general executive secretary is capable of taking dictation of material and transcribing it accurately and efficiently, and is an essential part of the office scene able to act as an assistant to the employer. He or she is equipped to attend conferences, arrange travel plans and meetings and eventually participate to a certain extent in decision-making.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

RECOMMENDED BACKGROUND

Credits in English and communication skills are strongly recommended as background for acceptance into the program. A written English test is administered to applicants and a passing grade of 65% is required.

No previous knowledge of shorthand or typewriting is required. However, if the applicant has 45-50 w.p.m. in typing and 80-100 in Pitman or machine shorthand, credits may be granted towards the first year of the program.

FOOD ADMINISTRATION

(4 Semesters)

The food industry is the most rapidly expanding service sector of Canada's economy. By 1980 it will offer more than 79,000 new jobs. Fascinating opportunities exist in restaurants, commercial, social and industrial catering, airline food service, health care facilities, hotels, resorts and fast food operations.

Food Administration students graduate with thorough training in practical skills and management techniques, using modern facilities which include fully-equipped bars and food preparation stations, a private, licensed dining lounge, and a frozen food laboratory.

The latest innovations in food service management are learnt with a computerized menu planning system as well as banquet catering, beverage control, restaurant accounting, nutrition and personnel management.

The college has co-operative training programs with many of Toronto's top restaurants and catering establishments so second-year students can spend two months working with managers, learning every aspect of food management on the job.

CAREER PROSPECTS

Graduates can look forward to positions in restaurants, institutions and catering companies at the mid-management level. Many begin their careers as a management trainee, spending approximately six months working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation.

JOB DESCRIPTIONS

Food Service Supervisor—The Food Service Supervisor is responsible for one of many departments within a food service operation; supervising and training staff, maintaining quality control and proper sanitary procedures as well as an efficient production system.

Management Trainee—The Management Trainee works in all departments of a restaurant operation from food preparation to accounting, learning all aspects of the business from the administrative point of view.

Manager—The Manager is responsible for the complete operation of a restaurant or food service facility, from supervising employees to providing a required monthly profit and maintaining excellent customer relations.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, or Journeyman Chef Certificate with second class honours.

RECOMMENDED BACKGROUND

Credits in bookkeeping and business mathematics would be useful as background.

RESIDENTIAL PROPERTY MANAGEMENT

(4 Semesters)

The curriculum of this program was developed by leaders of the property management industry and is intended to prepare candidates for certification in the public and private sectors. Emphasis will be placed on business administration marketing, accounting, law, personnel management and insurance, purchasing and inventory control, security and safety, resident relations, maintenance and housekeeping.

Lectures, case studies and practical on-site assignments will be provided to enable the student to deal effectively with day to day property management problems. This full-time program includes college-supervised work experience under qualified managers.

Graduates are eligible for professional certification by the Housing and Urban Development Association of Canada and the Social Housing Institute.

CAREER PROSPECTS

Indications are that condominiums and rental housing will form the bulk of available housing in the future, so the need for professional managers will increase.

JOB DESCRIPTIONS

Leasing—The property manager is responsible for the entire leasing program of apartment projects.

Public Relations—The property manager acts as a representative to arbitrate between owner and resident.

Maintenance and Housekeeping—The property manager establishes and maintains long term programs to ensure the continual income flow of the buildings.

Feasibility Studies—The property manager determines how to correct problem areas and to make recommendations before construction begins, sets up and controls rent and collection schedules, and deals with contractors in the inspection and authorizing of contracts.

Management—The property manager is responsible for the efficient, economic and competitive management of rental or condominium homes and must understand and implement company policy.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent. All applicants are interviewed by members of an industry advisory committee.

RECOMMENDED BACKGROUND

Credits in bookkeeping and business mathematics would be useful as background.

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GROUP III

Creative Fashion Design
Furniture Production and Design
Graphic Design Technician
Jewellery Arts
Jewellery Repairs

CREATIVE FASHION DESIGN

(4 Semesters plus 2 optional post-graduate semesters)

The Apparel Industry in Canada needs new talent in design and fashion concepts to maintain and increase its export markets and its reputation for quality.

In the Creative Fashion Design program, emphasis is placed on the study of three major areas: design and style pattern; industrial high speed sewing machines, often computer-assisted; fibres and fabrics.

CAREER PROSPECTS

In Ontario there are more than 600 apparel plants which employ fashion designers, creative assistants, supervisors, consumer advisors, sales representatives and fashion illustrators. There are also career opportunities in retail chain stores.

JOB DESCRIPTIONS*

Designer—The designer creates original items of clothing and designs fabrics.

Furrier—The furrier makes, repairs, alters, or cleans fur garments.

Leatherworker—The leatherworker makes and sells leather garments and combinations.

Sales—The designer may work in wholesale commission selling to large department stores or in retail sales.

Buyers—The designer may work as a buyer for wholesale and retail outlets.

Illustrator—The illustrator makes sketches and displays for store windows and newspaper and magazine advertisements.

Fabric Testing and Product Specification—The designer may be employed to test fabrics and to establish specifications for fabric needs.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent plus artistic aptitude, apparel construction skills or a merchandising orientation.

RECOMMENDED BACKGROUND

Credits in art, home economics and social sciences are desirable.

FURNITURE PRODUCTION AND DESIGN

(4 Semesters)

The two-year Furniture Production and Design Program at George Brown College prepares students for work in furniture finishing, cabinet making and furniture upholstering.

The program concentrates on the three main skills in furniture manufacturing: cabinet making, finishing and upholstering. In the first year the student will study topics such as construction, technical drawing and blueprint reading, design, factory organization and costing. Materials worked include metals, woods and plastics. During the summer the student will work in the industry.

CAREER PROSPECTS

An understanding of furniture layout, construction and design enables the graduate to step into supervisory, buying or selling positions or to engage in the assessing and restoring of antiques, and manufacturing.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent.

RECOMMENDED BACKGROUND

Experience in drawing and woodworking would be assets.

GROUP IV

Addiction Counsellor
Child Care Worker
Community Worker
Day Care Worker
Dental Hygiene
Dental Technician
Denture Therapy
Diploma Nurse Program
Fitness Instructor
Orthotic-Prosthetic Techniques
Preventive Dental Assistant

APPLIED DENTAL ARTS

In 1975, the Ontario government passed legislation which allows expanded roles for dental auxiliaries in the province. The legislation provides for three levels of auxiliaries: the Dental Assistant (Level I), the Preventive Dental Assistant (Level II), and the Dental Hygienist (Level III).

George Brown College offers programs at Levels II and III.

These programs, through an integrated approach, provide students with courses in the basic dental sciences, as well as training in expanded-duty dental roles.

PREVENTIVE DENTAL ASSISTING

(2 Semesters)

The Preventive Dental Assistant is trained in the traditional role of dental assisting and in certain expanded functions including oral prophylaxis, the application of anticariogenic agents (for example, fluoride) and radiography.

CAREER PROSPECTS

Graduates may expect employment in private practice, public health and hospitals.

JOB DESCRIPTION

The Preventive Dental Assistant gives chairside assistance to the dentist and is qualified to polish teeth, apply flouride and rubber dams, and to take x-rays and preliminary impressions. The assistant may also become involved in oral hygiene instruction.

ADMISSION REQUIREMENTS

Ontario Secondary School Diploma, or Academic Upgrading Level 4, or equivalent, with credit standing in any two of Biology, Chemistry and Physics at the senior level. Applicants must provide proof of 40 w.p.m. typing speed and have an interview. Candidates should be able to demonstrate manual dexterity skills.

DENTAL HYGIENE

(2 Semesters)

The Ontario Government legislation describes the role of the Dental Hygienist as a restorative dentistry assistant. This dental worker is capable of performing many tasks previously assigned only to a dentist. Included are such activities as oral examination, placement and finishing of dental restorations and some orthodontic procedures.

JOB DESCRIPTION

The Dental Hygienist scales and polishes teeth, takes x-rays, applies periodontal packing and surgical dressings and inserts fillings. The hygienist may be involved in dietary analysis, counselling and dental health education.

ADMISSION REQUIREMENTS

Applicants must be Certified Preventive Dental Assistants, and will be required to write a provincial selection examination and attend a selection interview.

CHILD CARE WORKER

(4 Semesters)

The objectives of the program are to develop therapeutic skills and abilities in Child Care Workers, enabling them to work creatively with other professionals concerned with the treatment and rehabilitation of children and adolescents with problems. The academic subjects taken in the program are correlated closely with continuous supervised practical experience. The development of self-awareness and emotional maturity is emphasized as well as the ability to understand the degree of one's involvement with people.

CAREER PROSPECTS

Employment for new graduates is primarily in residential settings such as treatment centres and group homes. Experienced graduates are increasingly employed in working with families, schools, community programs and various specialized programs for emotionally disturbed children and adolescents.

JOB DESCRIPTION

A Child Care Worker, in a residential setting, is responsible for meeting the physical, emotional, social, educational and recreational needs of the children or adolescents.

A Child Care Worker is also involved in preparing the children or adolescents for re-entry into the community by working with the family, the school and community programs.

ADMISSION REQUIREMENTS

Ontario Secondary School Graduation Diploma, or Academic Upgrading Level 4, or equivalent, with proficiency in English. Volunteer or work experience with older children and/or adolescents. A personal interview is required before acceptance into the program.

RECOMMENDED BACKGROUND

The ability to cope at a post secondary level in written and verbal communications is desired.

DIPLOMA NURSE PROGRAM

The aim of this program is to prepare diploma nurses to practise nursing in the Province of Ontario and to write the Ontario Nurse Registration Examinations.

It extends over two years and consists of 45 weeks of classes and clinical experience plus seven weeks vacation, each year. The curriculum combines both nursing and general education courses. In second year there is one elective—students may choose one of several sociology courses.

Fundamental to the Diploma Nurse Program is the premise that nursing is a separate discipline. While facts and principles from academic disciplines are accepted and made explicit in nursing, the integrity of each discipline is respected.

CAREER OPPORTUNITIES

Graduates are prepared for employment as staff nurses in acute-care hospitals, long-term care institutions and community health services.

On successful completion of the Ontario Nurse Registration Examinations, graduates are entered on the register of the College of Nurses of Ontario and may use the title Registered Nurse.

Post-graduate courses in specialized areas of nursing and community health services are also offered by George Brown College.

THE PROGRAM

There are eight nursing courses in the program, each consisting of theory and clinical experience. Students get their clinical experience in acute-care hospitals, long-term care institutions and community health services in Metropolitan Toronto.

The focus is on medical-surgical nursing of adults and children, maternity and newborn nursing, and psychiatric nursing. Students must have a minimum of a 'C' grade in each nursing course to successfully complete the program.

Complementing the nursing courses are several general education courses. These are:

Biological sciences—study of anatomy, physiology and microbiology provides students with knowledge of the human body as well as the characteristics and organization of micro-organisms, and their relationship to people.

Pathophysiology and therapeutic interventions—these courses provide students with knowledge of how interferences with physiological needs alter body equilibrium.

Humanities—these courses explore the philosophical, theological and legal basis for the formation of values and their application to nursing.

Social sciences—courses on psychology and sociology provide psychological and sociological perspectives on the human condition as it relates to nursing. A course in communications is also included and focuses on the development and use of effective communication techniques in a one-to-one relationship and in group interaction.

LOCATION

The program is offered at five campuses:
Nightingale Campus, 2 Murray Street;
St. Joseph's Hospital Campus, 50 Sunnyside Avenue;
St. Michael's Hospital Campus, 27 Queen Street East;
Toronto General Hospital Campus, 90 Gerrard Street West;
Toronto Western Hospital Campus, 399 Bathurst Street.

Applicants are asked to indicate their choice of campus when they apply. This choice will be honored, if feasible.

ADMISSION REQUIREMENTS

Applicants should have an Ontario Secondary School Graduation Diploma (grade 12) with a minimum of two credits in science. Physics, chemistry and biology at the senior level (beyond grade 10) are recommended.

A pre-interview questionnaire, initial health questionnaire, work reference where applicable, academic pretest and personal interview are also required.